



Medicine Hat Catholic Board of Education

Days Worked by Hourly Support Staff

2021-22 School Year

****PLEASE NOTE**** Hours worked in addition to those listed below (including PD days not noted below), will need to be submitted to Human Resources as a comment in the ADS system.

If it shows you are required to work a PD day, you are expected and will be paid for the time you would typically work on that scheduled day, unless your supervisor has authorized something different.

LEARNING ASSISTANTS (Severe for Grades 1-12 & School Based)

COSMETOLOGY ASSISTANT

RESOURCE & RESILIENCY WORKER

NUTRITION PROGRAM

LIBRARY TECHNICIANS

Start August 26, 2021 – June 28, 2022

Elementary/Middle/High Schools: 182 instructional days + 3 PD days = 185 days

PD Days: August 26th, November 8th, March 11th

****Note:** January 21, 2022 is an instructional day for high school and January 31st is an instructional day for elementary/middle schools**

EARLY LEARNING EDUCATORS

Start August 26, 2021 – June 24, 2022

Elementary/Middle/High Schools: 180 instructional days + 3 PD days = 183 days

PD Days: August 26th, November 8th, March 11th

LEARNING ASSISTANTS (Childcare Centers, School Based ELP (PUF/ Early Ed) & Kindergarten (Severe))

SPEECH LANGUAGE & OCCUPATIONAL THERAPY ASSISTANTS

FAMILY ORIENTED PROGRAMMING ASSISTANTS

Start August 26, 2021 – June 24, 2022

178 instructional days + 3 PD days = 181 days

PD Days: August 26th, November 8th, March 11th

Do Not Work: October 8th and May 13th

If your supervisor requires you to work either of these days they will communicate this to you and the hours will be recorded as 'Extra Hours' in the ADS system.

SCHOOL LIAISON COUNSELLOR (Elementary, Middle and High School)

Start August 25, 2021 – June 29, 2022

Elementary/Middle/High Schools: 182 instr. days + 15 PD + Feb 22 & 23 + 1 add'n day = 200 days *

PD Days: All PD days on the 'School Year Calendar' (including Feb 24 & 25)

*Position is based on 200 days; therefore, 1 additional day is required at a mutually agreed upon time with Associated Superintendent of Learning Services.

WELLNESS FACILITATORS (Elementary, Middle and High School)

Start August 25, 2021 – June 28, 2022

Elementary/Middle/High Schools: 182 instr. days + 15 PD = 197 days *

PD Days: All PD days on the 'School Year Calendar'

*Additional hours may be required in July and August. These hours will be preapproved by your supervisor and submitted to Payroll through a timesheet.