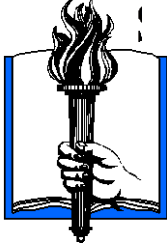


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term: Completion of 200-Day Calendar-- Educational Assistants	Descriptor No: AD PER15	Effective Date: 11/06
Revised: 2/13; 2/14; 9/18; 7/19		

1 Educational Assistants are paid for 200 days; some of those days not reflected on the calendar
2 must be earned outside the normal working days and hours assigned. Educational Assistants
3 must earn these hours through activities that are approved by their building principal or by
4 Instruction Department staff.

5
6 All hours must be recorded and maintained in the SchoolStation database. Hours worked
7 referred to as “points” must be completed and recorded in the SchoolStation database by the last
8 day of the current school year.

9
10 Educational Assistants may begin earning points for the upcoming year after the last day of
11 school for the current year.

12
13
14

15 Board Related Policy 5.602