

JORDAN SCHOOL DISTRICT
Anthony Godfrey, Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: April 11, 2024

TO: Elementary Principals
Elementary Head Administrative Assistants

FROM: Becky Gerber, Administrator of Schools
April Gaydosh, Administrator of Schools
Lisa Robinson, Administrator of Schools
Jill Durrant, Administrator of Schools

SUBJECT: **Elementary Administrative Assistants Optional Summer Hours**

Elementary school administrative assistants have up to eighty (80) hours of additional time to use during the summer months after the 206 contract ends June 7, 2024 and before the contract begins July 26, 2024. These hours remain optional and flexible and are to be used in coordination with the school principal.

It is suggested the hours be spread out over the summer months when the administrative assistant is off contract and be used to keep registration current in Skyward and address other matters that typically build up over the summer months (voicemails, purchase verifications, time sheets, etc.). The hope is that these summer hours will aid the school in a successful opening for the students.

The hours should be reported through True Time under the heading “Summer Office Hours” and will be charged to account number: 10 E xxx 0050 2483 152.

cc: Cabinet
Sarah Palmer, Director of Payroll