

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

## Intradistrict Communication

DATE: June 1, 2023

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 13, 2023 and before the contract begins July 26, 2023. These hours remain optional and flexible and are to be used in coordination with the school principal. No other assistant (full or part time) may use these additional hours.

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