

HOUSTON INDEPENDENT SCHOOL DISTRICT

2024-2025 WORK CALENDARS

12-MONTH ADMINISTRATIVE STAFF (260 DAYS)

JULY 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024 (20W, 1P)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024 (22W, 1P)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024 (16W, 5P)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024 (15W, 7P)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025 (19W, 4P)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025 (19W, 1P)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2025 (15W, 6P)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2025 (21W, 1P)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025 (21W, 1P)

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025 (20W, 1P)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					


JULY 2025 (22W, 1P)


S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		


AUGUST 2025 (21W)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

LEGEND

 **Work Calendar Begin Date**
Sep 02, 2024

 **Work Calendar End Date**
Aug 29, 2025

 **Paid Holidays**
Sep 02, 2024
Oct 04, 2024
Nov 25, 2024 to Nov 29, 2024
Dec 23, 2024 to Jan 03, 2025
Jan 20, 2025
Feb 17, 2025

Mar 10, 2025 to Mar 14, 2025
Mar 31, 2025
Apr 18, 2025
May 26, 2025
Jun 19, 2025
Jul 04, 2025

W = Working days
P = Paid holidays

POSITIONS UNDER 12-MONTH ADMINISTRATIVE STAFF (260 DAYS)

- Account Representative
- Account/Budget Clerk
- Accountant
- Accountant Team Lead
- ACP Coordinator
- Administrative Assistant
- After School Specialist
- Application Support Rep
- Applications Developer Specialist
- Assistant Chief of Police
- Assistant Controller
- Assistant General Counsel
- Assistant Office Manager
- Assistant Principal
- Assistant Treasurer
- Assistive Tech Specialist
- Associate Accountant
- Associate IT Customer Service Rep
- Associate Transportation Mechanic
- At Risk Program Administrator
- Background Analyst
- Background Specialist
- Benefits Counselor
- Bindery Operator
- Board Services Liaison
- Board Services Team Lead
- Bus Systems Analyst Specialist
- Business Analyst
- Business Analyst Specialist
- Business Systems Analyst
- Buyer
- Campus Education Tech
- Campus Instr Tech Specialist
- Category Specialist
- Catering Chef
- Central Office Administrator
- Central Office Business Professional
- Certification Coordinator
- Chief Officer
- College & Career Readiness Advisor
- College Bound Advisor (CBA)
- Commercial Kitchen Service Technician
- Community Relations Liaison
- Compensation Analyst
- Compensation Coordinator
- Compliance Representative
- Computer Operator
- Contract Specialist
- Controller
- Counselor
(some 12M, 11M, 10M)
- Cross-Functional Team Member
- Curriculum Designer
- Customer Service Rep
- Database Admin
- Deputy Chief
- Deputy General Counsel
- Digital Production Tech
- Division Superintendent
- Dropout Prevent Case Worker
- Early Childhood Education Analyst
- Employee Relations Analyst
- Employee Services Specialist
- Energy & Sustainability Analyst
- Environmental Consulting Team Lead
- Executive Assistant
- Expert Transport Mechanic Team Lead
- Facilities and Operations
- Facilities Finance Accountability
- Facilities Reservations Analyst
- Field Safety Inspector
- Finance Database Technician
- General Clerk
- General Counsel
- General Manager of Communications
- Graphic Designer
- High School Graduation Coach
- HR Operations Analyst
- HR Operations Specialist
- HRIS Analyst
- HS Graduation Coach
- Imaging Team Lead
- Imaging Tech
- Indoor Air Quality Inspector
- Info Center Rep
- Info Security Analyst
- Info Security Engineer Specialist
- Instructional Specialist
- Int Business Systems Analyst
- Int IT Customer Service Rep
- Int Tech Trainer
- Int User Device Tech
- Interm Application Support Rep
- International Recruitment Coordinator
- Investigator Analyst
- IT Contracts Administrator
- IT Customer Service Rep
- IT Customer Service Specialist
- IT User Device Analyst
- Lead Benefits Counselor
- Lead Business Systems Analyst
- Leave Administration Analyst
- Legal Assistant
- Mailroom Attendant
- Marketing Specialist
- Master Electrician
- Mechanic Assistant
- Medicaid Implementation Admin
- Medicaid Network Admin
- Medical Coding & Claims Tech
- Mgr, Sr Mgr, Director, ED, SED
- Multilingual Program Analyst
- NES Athletic Coordinator
- NES Copy Clerk
- NES Counselor Lead HS
- NES Principal
- Network Ops Control Analyst
- Network Systems Admin
- Network Systems Engineer Specialist

Continued

POSITIONS UNDER 12-MONTH ADMINISTRATIVE STAFF (260 DAYS) CONTINUED

- Nurse Consultant
- Office Manager
- Parent Engagement Rep
- Parent Liaison
- Parent/Community Specialist
- Partnership Liaison
- Parts Tech
- Plant Production Team Lead
- Platform Systems Admin
- Police Captain
- Police Dispatcher
- Police Officer
- Police Sergeant
- Press Operator
- Principal
- Principal Apprentice
- ProCard Representative
- Project/Program Manager
- Public Info Analyst
- Purchasing Analyst
- Receptionist
- Records Center Team Lead
- Recruitment Coordinator
- Retirement Programs Admin
- SAP Workflow Administrator
- Security Guard
- Security Guard Team Lead
- Service Records Specialist
- Social Media Specialist
- Special Assistant to the Superintendent
- Special Ed Employment Rep
- Special Events/Communications Planner
- Sr Academic Tutor
- Sr Accountant
- Sr Administrative Assistant
- Sr Analyst Data Processes
- Sr Application Support Rep
- Sr Applications Developer
- Sr Athletic Trainer
- Sr Benefits Analyst
- Sr Benefits Counselor
- Sr Business Analyst
- Sr Business Systems Analyst
- Sr Claims Anal, Ben Med Progs
- Sr Compensation Analyst
- Sr Computer Operator
- Sr Customer Service Rep
- Sr Database Admin
- Sr Document Control Analyst
- Sr Finance Compliance Analyst
- Sr Graphic Designer
- Sr Info Center Rep
- Sr Infor Security Engineer
- Sr Investigator Analyst
- Sr Legal Assistant
- Sr Media Relations Specialist
- Sr Multimedia Operations Specialist
- Sr Network Ops Control Analyst
- Sr Network Systems Engineer
- Sr Platform Systems Admin
- Sr Police Dispatcher
- Sr Quality Assurance Analyst
- Sr Retirement Counselor
- Sr Student Info Rep
- Sr Tech Solutions Architect
- Sr Tech Trainer
- Sr Transport Mechanic
- Sr Treasury Officer
- Sr User Device Admin
- Sr Writer
- Stadium Worker
- Stadium Worker Team Lead
- Strategic Commn Specialist
- Student Case Worker
- Student Info Rep
- Sunrise Centers Analyst
- Sunrise Centers Coordinator
- Sunrise Centers Specialist
- Superintendent of Schools
- Supplier Diversity Specialist
- Talent Acquisition Analyst
- Talent Coordinator
- Translator
- Transp Reporting & Analytics Admin
- Transportation Operation Specialist
- Transportation Routing Tech
- Treasurer
- Truck Driver
- UIL Prog Specialist
- Unemployment Comp Administrator
- User Device Tech
- Vehicle Maintenance Assistant
- Warehouser Driver
- Warehouser Team Lead
- Web Content Admin
- Web Designer
- Web Press Operator
- Wellness Program Specialist
- Workers' Compensation Specialist
- Writer