



Educational Assistant Workdays Worksheet

SY 2024-25

Each school year EAs are guaranteed 184 paid contract days of work. Use this worksheet calculator to make sure you get schedule for all of your workdays.

Elementary	Secondary
172 Student Contact Days	174 Student Contact Days
+ 2 Paid days over MEA	+ 2 Paid days over MEA
+ ___ Opening Week Workdays	+ ___ Opening Week Workdays
+ ___ Conference Evenings	+ ___ Conference Evenings
+ ___ Professional Development Days and/or Conference Prep Days	+ ___ Professional Development Days and/or Conference Prep Days
= 184 days	= 184 days

Dates of Non-Student Contact Workdays

What are the exact dates you will work when students are not present?

Opening Week (Tuesday is EA PD day)	
Evening Conferences (2 evenings=1 day)	
Professional Development and/or Conference Prep Days	