

Elementary School Administrative Assistant

Duties include but are not limited to organizing and maintaining...

Free & Reduced Lunch Applications
Student Enrollment & Permanent Records
Staff Leave of Absence & Scheduling Substitute Teachers
Purchase Orders & Requisitions
School Supplies Orders
Sharing Daily Office Duties

Administrative Assistant's Position is based on a 12 month contract
Employees are paid twice per month
Health/Life Insurance, Benefits, & Retirement are included
Base Salary ~ \$19,132 per year

All employees must pass a criminal background check
Please complete an application from the Superintendent's Office if interested
Applications will be screened and selected applicants interviewed
Previous experience in the Admin Assistant Field will also be considered determining pay step

Night Custodian

Duties include but are not limited to...

Cleaning classrooms ~ vacuum rugs, mop floors, empty trash cans, etc.
Cleaning restrooms ~ disinfect urinals & toilets, mop floors, empty trash cans, etc.
Cleaning hallways ~ scrub & buff floors, scrub walls & stairwells, empty trash cans, etc.
Cleaning gym ~ sweep & scrub floor, clean bleachers, empty trash cans, etc.
Entryways ~ empty trash cans, sweep or scrub concrete, etc.

Night Custodian hours are 2:30 - 11:00 PM
Employees are paid twice per month
Health/Life Insurance, Benefits, & Retirement are included
Base Salary ~ \$18,293 per year + \$1,000 stipend for night shift

All employees must pass a criminal background check
Please complete an application from the Superintendent's Office if interested
Applications will be screened and selected applicants interviewed

Substitute Bus Driver

Duties include but are not limited to...

Safely transporting students to school in the mornings
Safely transporting students from school in the evenings

Safely transporting students to and from sports events/activities and field trips

All employees must pass a criminal background check

Drivers must hold a valid school bus endorsement

Drivers must pass a yearly physical exam (school pays for physical)

Drivers must pass random drug tests throughout the course of the year

Please complete an application from the Superintendent's Office if interested

Pay ~ \$35 per substitute route ~ \$10 per hour for field trips or \$15 per hour after trip exceeds 8 hours