

POSITION: 2023 - 2024 Substitute Classified Staff

SCHEDULE: 2023 - 2024 School Year, Temporary/As Needed
Para-professional 7:45 AM to 2:45 PM
Custodial 10:00 AM to 6:00 PM
AM Bus 6:45-7:45, PM Bus 2:30-3:30
Food Service/Cook 6:00 AM to 2:00 PM

SALARY: Hourly rate based on position. Rates range between \$19.86 and \$31.46

QUALIFICATIONS:

REQUIRED: (Qualifications which are essential to the position)

- *High School Diploma or equivalent
- *Ability to communicate clearly and work effectively with staff, students, and families
- *Ability to follow safe work practices and procedures
- *Ability to establish and maintain professional, cooperative working relationships
- *Demonstrated exemplary customer service and responsiveness
- *Demonstrated punctuality and an excellent work attendance record
- *Must work within designated bounds of authority and confidentiality
- *Demonstrate and model above average language skills
- *Ability to follow supervisory directions and employ personal initiative when necessary
- *Adequate health and physical stamina to withstand weather and changes of seasons
- *Appropriate license/CDL for bus substitutes

DESIRED: (Qualifications which are not required, but would be useful to the position)

- *College or on-the-job training experience working in schools
- *Record keeping and computer skills
- *Willingness to do office tasks
- *First Aid Card

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