

POSTED
2/1/2021



WISHRAM SCHOOL

NON-INSTRUCTIONAL ASSISTANT

30-40 hours per week

2020-2021 SCHOOL YEAR*

Wishram School District #94 is excited to announce an opening for one Full-Time non-instructional position for the remainder of the 2020-2021 school year. The primary purpose of this position is sanitation in accordance with the districts COVID-19 Return-to-School plan.

Interested candidates will need to be self-motivated, work well as a part of a team and be able to adapt to frequent schedule changes.

**Continuation of this position beyond 2020-2021 is unknown.*

Minimum Professional Qualifications:

High School Diploma or equivalent.

Essential functions: (to include but not be limited to)

- Sanitizer: Perform sanitizing of the school building in accordance with the school district's **COVID-19 Return-to-School Plan** as submitted to the State of Washington and as directed by the district administration team.

Other functions: To be assigned as needed

Job requirements:

- Ability to attend work on a regular and reliable basis.
- Must be flexible and able to work morning, afternoon and evening shifts including split shifts.
- Demonstrated ability to work within a team.
- Basic computer skills.
- Criminal history fingerprint check through WSP and FBI.

Working conditions:

- Exposure to cleaning supplies
- Will work both indoors and outdoors
- Exposure to food service equipment
- Exposure to noise from routine operations such as vacuum cleaner, dishwasher, lawnmower, students, etc.
- Must be able to lift at least 30lbs

Compensation & Benefits:

This is an hourly position with a starting rate of \$16.70/hour and will be paid over the remainder of the school year (March-August)

Benefits package includes SEBB health insurance (medical, dental, vision), basic life insurance, basic AD&D insurance**, WA State retirement (SERS), and includes a prorated allocation of paid time off (sick leave and personal leave).

***Must meet SEBB eligibility 630 hour minimum.*

Opportunity for Advancement:

Candidates with additional education qualifications may be considered for cross-training to provide support in other areas of school operations to meet the needs of the school.

THE APPLICATION PROCESS

This position is posted as of **2/1/2021** and is **open until filled** however we will begin scheduling interviews upon receipt of applications that meet the minimum requirements. Interested candidates can fill out an application for Wishram School District classified employment, and submit materials to Sarah Hathaway, Business Manager.

- Completed District Application (*Download from Wishram School website*)
- One letter of recommendation (*within last 3 years*).
- Documentation of education

Submit all application materials to Wishram School – Attention to CLASSIFIED STAFF

Wishram School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator: Superintendent/Principal P: 509-748-2551, mike.roberts@wishramschool.org; Title IX Coordinator: Director of Operations, P-509-748-2551, tye.churchwell@wishramschool.org; and 504 Coordinator: Title I/LAP Coordinator, P-509-748-2551, kadee.hilton@wishramschool.org Address: P.O. Box 8, Wishram, WA 98673.