



WISHRAM SCHOOL

CLASSIFIED ON-CALL NON-INSTRUCTIONAL SUBSTITUTE

This position may be cross-trained in all non-instructional positions including foodservice, student supervision, secretary, and janitor. This position will provide support to all non-instructional areas to meet the needs of the school. The ideal candidate will need to be self-motivated, work well as a part of a team and be able to adapt to frequent schedule changes.

Minimum Professional Qualification

High School Diploma or equivalent

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

- Perform duties related to custodial and sanitation as assigned.
- Perform duties related to student supervision as assigned.
- Perform duties associated within the food service department as assigned.

Other functions: To be assigned as needed

Job requirements:

- Must be able to promptly respond to scheduling requests.
- Must be flexible and able to work morning, afternoon and evening shifts including split shifts.
- Must be able to work independently with students ranging from pre-school to 12th grade.
- Demonstrated ability to work within a team.
- Basic computer skills.
- Criminal history fingerprint check through WSP and FBI.

Working conditions:

- Will work both indoors and outdoors
- Exposure to cleaning supplies
- 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.

The Application Process

To be considered, a candidate must have all the following materials on file with the school.

Completed District Application (*Download from Wishram School website*)
Documentation of education (*High School Diploma or equivalent*)

Submit all application materials to Wishram School – Attention to CLASSIFIED ON-CALL

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: 509-767-6090, chris.schumaker@wishramschool.org; Title IX Coordinator: Director of Operations, P-509-767-6090, tye.churchwell@wishramschool.org; and 504 Coordinator: Title I/LAP Coordinator, P-509-767-6090, Shannon.boucher@wishramschool.org Address: P.O. Box 8, Wishram, WA 98673.