

Custodial Staff

Position Title:

Custodian

Location:

Assigned school/central office

Evaluated by:

Principal, Superintendent

Duties and Responsibilities:

1. Be cordial to all employees and students.
2. Attend professional development as appropriate.
3. According to FERPA, keep all student personal, academic, and behavioral information confidential.
4. Read and follow Richland Parish's *Policy & Procedures* (available in principal's office).
5. Complete and submit required reports within specified time lines.
6. Dress appropriately. (closed heeled shoes/no revealing clothing).
7. Clean school facility.
8. Practice safe job practices.
9. Report any facility safety hazards to principal.
10. Maintain attractive school grounds.

Qualifications:

- Satisfactory score on California Achievement Test
- Minimum age 20 years
- Criminal record check upon employment

Terms of Employment:

Part-time, 9 months, 9½ months, 10 months, or 12 months (as determined by contract)

Custodian

Date

Principal

Date