

LOPEZ ISLAND SCHOOL DISTRICT NO. 144

86 School Rd  
Lopez Island, WA 98261  
[www.lopezislandschool.org](http://www.lopezislandschool.org)

CLASSIFIED POSITION ANNOUNCEMENT

Lopez Island School District  
Substitute School Custodian

**POSTING:** 11/12-08

**Announcement Date:** August 27, 2018  
**Applications Due by:** Open until filled  
**Responsible to:** Superintendent and Principal

**Description of Position:** The district is seeking candidates for a substitute custodian position at the elementary and secondary school. This is a substitute position, and is a school-year only position. Hours may be flexible, but generally a late afternoon start time is preferred. Ability to work independently and demonstration of good work ethic is required. Self-motivation and attention to detail, as well as attention to the general appearance, safety, and well-being of the entire school is required. Actual assignment includes vacuuming, mopping, waxing/polishing, emptying trash, cleaning restrooms, monitoring of potential maintenance requirements, and other duties and activities associated with custodial work. Some exposure to normal cleaning solutions and chemicals is a part of the job. As the custodian is generally the last one out of the building at night, security duties include checking/locking doors and windows, etc.

**Minimum Competencies Required:**

- General cleaning skills commensurate with job assignment.
- Demonstrated commitment to maintenance of a clean, safe, sanitized school environment.
- Commitment to teamwork and the good of the organization.
- Commitment to security best practices.
- Willingness to receive periodic training and implement custodial best practices.
- Basic math, reading and writing skills.
- Ability to work as a contributing member of a team.
- Positive record of good work ethic, attendance, and punctuality.
- Demonstrated record of personal safety and ability to promote safety in the work place, including abstinence or influence from alcohol and other illicit substances, while on the job.
- Ability to be a positive reflection of the school district, and to promote the safety, health, and well-being of its students, staff, and patrons.
- Training/experience with custodial work is desired.
- Experience or demonstrated aptitude in working with the public and staff.
- Demonstrated ability to work independently, under the overall supervision of supervisor.

**Salary:** As per PSE hourly salary schedule (step 1).

**Application Procedures:**

Current employees should submit a detailed letter indicating interest in the position; include the position's title, why you are applying for this position, and how you meet the requirements. Current employees do not need to submit the information listed below.

Applicants must submit the following information to the Human Resources Office:

1. Letter of application indicating interest
2. Completed district application
3. Complete resume of personal history, education, experience and references

Applicants will be screened and candidates selected for interviews based upon preparation, experience and references.

Apply to: Renee Koplan, Human Resources Officer  
Lopez Island School District  
86 School Rd  
Lopez Island, WA 98261  
Phone: 360.468.2202 ext. 2303  
FAX: 360.468.2212  
[hr@lopezislandschool.org](mailto:hr@lopezislandschool.org)

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current employee will be required to complete an INS 1-9 form and must provide proof of employment eligibility.

Disclosure Statement and Background Check: Pursuant to chapter 43.43, Washington Laws of 1990, the recommended applicant will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law In addition, a background check, based on fingerprints and at employee expense, will be requested from the FBI and Washington State Patrol Employment status is contingent on verification o background check clearances.

Job Sharing: Pursuant to Chapter 206, laws of 1989, the District will accept applications from individuals wishing to share a position.

Nondiscrimination: The Lopez Island School Dist. #144 is an Affirmative Action Equal Opportunity Employer. Lopez Island School District 144 complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, gender, age, sexual orientation including gender expression or identity, marital status, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or the use of trained dog guide or service animal by a person with a disability, or qualified individuals with disabilities. Applications from all groups are encouraged This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquires regarding compliance and/or grievance procedures may be directed to the school district's title IX/RCW 28A.640 Officer and/or Section 504/ADA coordinator, 86 School Rd., Lopez Island, WA 98261, 360.468.2202.