

SHANDON JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Facilities Assistant

Job Description:

Under the direction of the Superintendent performs a variety of administrative duties related to the planning, organization and direction of district planning and maintenance.

Qualifications

- High School Diploma or equivalent
- Operation of standard office equipment
- Ability to perform routine clerical work on various database software
- Good Organizational Skills

Typical Duties

- Updates supervisor of all local, state, and federal building environmental and safety codes
- Informs superintendent of all safety procedures and hazards
- Determines needs for supply stock levels, equipment and vehicle requirements.
- Maintain confidentiality in all aspects of student and staff performance and records
- Other duties as assigned by supervisor

\$40/hour

A maximum of 8 hours a week

Management

Facilities Assistant

Board Approved: July 14, 2015