

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 *Policies & Procedures*.
5. Complete and submit required reports within specified time limits.
6. Dress appropriately.
7. Clean school facility.
8. Practice safe job practices.
9. Report any facility safety hazards to principal.
10. Maintain attractive school grounds.

Qualifications:

- High school diploma, GED/HiSET or satisfactory score on the California Achievement Test

Terms of Employment:

Part-time, 9 months, 9 ½ months, 10 months, or 12 months (determined by contract)

Custodian

Date

Principal

Date