



## SAEL Custodian / Operations Manager 2020-2021 Application Information and Job Description

**Application** materials for this position are as follows:

- SAEL CUSTODIAL / OPERATIONS Online Application completed online here:  
<https://forms.gle/DTviWT2V5LrWSXS1A>

**Potential Full Time Start Date:** March 15, 2021

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Sierra Academy of Expeditionary Learning strives to create a learning community that empowers both teachers and students. Teachers are expected to maintain an ethic of excellence in their practice and to encourage their students to do the same. Through a passionate and dedicated commitment to the success of each and every student, SAEL teachers are responsible for creating a school environment that holds students to high academic and character standards while also supporting students to be able to achieve these expectations.

This job description is meant to provide structure to the responsibilities and accountability of this position. There may be additional responsibilities that a teacher undertakes or that are assigned as needs of students and of the school arise. All staff report to the SAEL Administrator.

***Based on the needs of the students and the school, the SAEL Custodian / Operations Manager is responsible for:***

### OVERALL:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires a food handling certificate or the ability to obtain one. Training can happen once hired by SAEL.
- Performs all general custodial duties, interior and exterior:
  - Sweeps, scrubs, mops and waxes floors
  - Dusts and polishes furniture, woodwork and metalwork
  - Empties and clean waste receptacles
  - Cleans restrooms, cafeteria, gyms, halls and classrooms
  - Washes walls and windows
  - Sweeps and washes walks
  - Replaces light bulbs; cleans blinds
  - Assists in moving and arranging furniture
  - Serves food in cafeteria for lunch and other events as needed
  - Does light maintenance

- Handles groundskeeping and all equipment related to this (ie power washer, leaf blower, hedge trimmers)
- Cleans our building and takes pride in maintaining NCE as a beautiful learning space
- Performs day to day light maintenance (i.e. fixing broken items around school, fixing basic pieces of the building)
- Able to coordinate with NCSd maintenance and facilities people when necessary as well as neighbors and potential volunteers
- Maintains custodial equipment in good working order. Uses and cleans vacuums and scrubbing machines
- Assists in set up in auditorium or classrooms for special events or meetings
- Snow removal as needed including when called in after hours and on weekends to get the site ready for students
- Disposes of trash daily; keeps the grounds clean at all times; empties trash cans in designated areas
- Secures assigned run area and activates/deactivates alarms each night to ensure his/her area is secure
- Knowledge of handling and disposal of hazardous material
- Responsible for opening school and gates daily; checking premises for damage and/or needed attention
- May recycle materials to assist with site recycle efforts
- Operates all building/auditorium lighting for facility users and ensures that all lights are turned off at the end of use
- Works with student workers on various tasks including recycling materials
- Checks premises for damages and/or needed attention
- Cleans and maintains auditorium and stage; sets up for functions
- Reports and attempts to resolve plant emergencies as soon as possible; responds to cell phone/radio calls in a timely manner
- Cleans and resets lunch area daily following lunch period(s)
- Responds to custodial requests by facility users
- Assists with elements of the move and set up of the SAEL facility at NCE
- Available for emergencies
- Other related duties as assigned

*Culture and Character:*

- Working with students and staff to create and uphold norms
- Communicating respectfully with students, colleagues, families, and community members at all times by modeling, practicing and discussing respectful, unbiased and effective communication strategies
- Unpacking your own biases and privilege through self-assessment and reflection practices
- Being on time for duties, team meetings and professional development activities.
- Communicating about and plan for absences in advance when possible with students, teaching partners, and the SAEL Administrator.
- Seeking to resolve conflicts with colleagues as soon as they arise and ask for support from other staff and administration when needed
- Maintaining a growth mindset

*Leadership:*

- Upholding SAEL norms and standards of excellence at all times while at SAEL or representing SAEL
- Willing to respond in a timely manner to e-mails, voice mails, and calendar requests, as appropriate
- Working to create SAEL with a student-first, growth mindset-based approach to tasks and processes including, but not limited to our WASC accreditation, A-G class certification, Restorative Justice-based Discipline Policy, Expeditionary Learning Credentialing Process and annual Implementation Review,

Charter renewal, Teacher Support and Accountability, SAEL Professional Development planning and facilitation, Data Inquiry and Analysis, LCAP creation, Expeditionary Learning Work Plan creation, etc.

- Striving to do more than you think possible
- Taking on additional responsibilities and duties as assigned by the SAEL Administrator based on the needs of the students and of the school. This can include cleaning after proper training as well as additional supportive and responsive measures, student supervision, duties, and actions to deal with guidelines associated with COVID-19.

#### PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit and run. While performing the duties of this job, the employee may push or lift up to 40 lb. such as boxes of supplies. The employee is directly responsible for safety, well-being, or work output of students. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

#### WORK ENVIRONMENT:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### COMPENSATION and BENEFITS:

- Salary is commensurate with experience according to the CUSTODIAL / OPERATIONS position on our SAEL Non-Certificated and Other Salary Step posted on the staff page of the SAEL website:  
<http://www.sierraacademy.net/sael-staff.php>
  - Hourly pay ranges from \$16.50 - \$23.00 per hour
- SAEL contributes \$615 / month to health benefits either offered through SAEL or contributed to for personal health coverage with proof
- SAEL has a retirement matching contribution program for non-certificated employees. SAEL non-certificated employees do NOT have access to PRS.

#### HOURS:

- Monday - Friday 8:45am - 4:45pm
- 77 days from March 15 to June 30 in the 20-21 school year - (all weekdays with the exception of Memorial Day)
- Paid Time Off (PTO) acquired 10 hours at the first of every month capped at 180 hours total
- Potential option to be offered an employee agreement for the 21-22 school year (July - June at approximately 250 days) based on performance and budget

#### APPENDICES:

- Job Description Appendix A: SAEL School Calendar (subject to change)

*SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, ethnicity, sexual orientation, age, national origin, disability, or any other factor which cannot lawfully be used as a basis for an employment decision.*

Appendix A: SAEL School Calendar (subject to change)

**Sierra Academy**  
**2020/21 Calendar Year rev 4.15.20**

July							August							September							October							
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	
			1	2	H	4							1			1	2	3	4	5					1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	H	8	9	10	11	12	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	PD	PD	PD	14	15	13	14	F	16	17	18	19	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17		18	19	20	21	22	20	21	22	23	24	25	26	18	B	B	B	B	B	24
26	27	28	29	30	31		23	24	25	26	27	28	29	27	PD	29	30				25	26	27	28	29	30	31	
							30	31																				

  

November							December							January							February						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	SLC	SLC	SLC	6	7			1	2	3	4	5						H	2		1	2	3	4	5	6
8	9	10	H	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	PD	9	7	8	9	10	11	H	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	PD	16	14	H	16	17	18	19	20
22	23	24	B	H	H	28	20	B	B	B	H	H	26	17	H	19	20	21	22	23	21	22	23	24	25	26	27
29	30					30	27	B	B	B	H		24	25	26	F	28	29	30	28							
													31														

  

March							April							May							June						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6					B	B	3							1			1	2	3	4	5
7	8	9	10	11	S	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	SLC	SLC	SLC	16	17	9	10	11	12	13	14	15	13	14	PD	PD	PD	18	19
21	22	23	24	25	26	27	18	19	20	21	22	S	24	16	S	18	19	20	21	22	20	21	22	23	24	25	26
28	B	B	B				25	26	27	28	29	S		23	24	25	26	27	28	29	27	28	29	30			
													30	H													

School Breaks and Holidays			
August 11-13, 2020	Professional Development Days	January 8 & January 15, 2021	Prof Development Days
<b>August 17, 2020</b>	<b>First Day of School</b>	January 18, 2021	MLK Holiday
September 7, 2020	Labor Day Holiday	January 27, 2021	All Family Meeting
September 15, 2020	All Family Meeting	February 12 & 15, 2021	Presidents' Holidays
September 28, 2020	Professional Development Day	March 29 - April 2, 2021	Spring Break
October 19-23, 2020	October Break	April 13-15, 2021	Student Led Conferences
November 3-5, 2020	Student Led Conferences	May 31, 2021	Memorial Day Holiday
November 11, 2020	Veterans Day Holiday	<b>June 10, 2021</b>	<b>Last Day of School 1:30 dismiss</b>
November 25-27, 2020	Thanksgiving Holiday	June 11, 2021	Graduation
December 21, 2020 - Jan 1, 2021	Winter Break	June 15-17, 2021	Prof Development Days

Key to Symbols	
<b>B</b>	- School Break
<b>F</b>	- All Family Meeting
<b>H</b>	- Holiday
<b>PD</b>	- Professional Development
<b>SLC</b>	- Student Led Conferences
<b>S</b>	- Emergency School Closure Day*

End Dates	
1st Semester:	12/18/2020 79 Days
2nd Semester:	6/10/2021 99 Days

Days Calculated	
178	Student Instruction Days

66079 Instructional Minutes  
 145 Regular School Days  
 33 Fridays/min days

720 Additional Fieldwork Minutes

\* If there are no school closure days earlier, these dates may be non-school days