

## **SAEL CUSTODIAN JOB DESCRIPTION**

### **2018-2019 School Year**

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 staff member undertakes or that are assigned as needs of students and of the school arise. The Custodian reports to the SAEL Administrator.

***REQUIRED DOCUMENTATION is ideally emailed directly to the SAEL Principal ([ecrane@sierraacademy.net](mailto:ecrane@sierraacademy.net)) and can be found on the Staff page of our website:***

- *SAEL Application for Classified Staff*
- *Resume*
- *Cover Letter*
- *At least 2 letters of recommendation*
- *Any additional references*

***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.

- 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
- 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)
- Groundskeeping
- Able to coordinate with NCSD maintenance and facilities people when necessary
- 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
- Working salaried hours:
  - 8:45am – 4:45pm Monday-Friday

*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

*SAEL is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin or disability.*

# JOB DESCRIPTION APPENDIX A

## 2018-2019 Calendar **DRAFT**

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	3	H	5	6	7				1	2	3	4							1	1	2	3	4	5	6	
8	9	10	11	12	13	14	5	PD	PD	PD	PD	PD	11	2	H	4	5	6	7	8	7	8	9	10	11	12	13
15	16	17	18	19	20	21	12	PD	PD	15	16	17	18	9	10	F	12	13	14	15	14	15	16	17	18	19	20
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	PD	18	19	20	21	22	21	B	B	B	B	B	27
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

  

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	3						1			H	B	B	B	5					1	2		
4	SLC	SLC	SLC	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	H	13	14	15	16	17	9	10	11	12	13	14	15	13	14	F	16	17	18	19	10	11	12	13	14	H	16
18	19	20	B	H	H	24	16	17	18	19	20	21	22	20	H	22	23	24	25	26	17	H	19	20	21	22	23
25	26	27	28	29	30		23	B	H	B	B	B	29	27	PD	29	30	31			24	25	26	27	28		
							30	B																			

  

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		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	SLC	SLC	SLC	15	16	14	B	B	B	B	B	20	12	S	14	15	16	17	18	9	10	PD	PD	PD	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	B	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	S	30					26	H	28	29	30	31		23	24	25	26	27	28	29
31																					30						

School Breaks and Holidays			
August 6-10, 2018	Professional Development Days	January 21, 2019	MLK Holiday
August 13-14, 2018	Professional Development Days	January 15, 2019	All Family Meeting
<b>August 15, 2018</b>	<b>First Day of School</b>	January 28, 2019	Prof Development Day
September 3, 2018	Labor Day Holiday	February 15 & 18, 2019	Presidents' Holidays
September 11, 2018	All Family Meeting	March 12-14, 2019	Student Led Conferences
September 17, 2018	Professional Development Day	April 15-19, 2019	Spring Break
October 22-26, 2018	October Break	April 29, 2019	Snow Day Make Up
November 5-7, 2018	Student Led Conferences	May 13, 2019	Snow Day Make Up
November 12, 2018	Veterans Day Holiday	May 27, 2019	Memorial Holiday
November 21-23, 2018	Thanksgiving Holiday	May 28 - June 7, 2019	Spring Intensives
December 10-20, 2018	Fall Intensives	<b>June 6, 2019</b>	<b>Last Day of School</b>
Dec 21, 2018 - Jan 7, 2019	Winter Break	June 7, 2019	Graduation@Miner's Foundry
		June 11-13, 2019	Prof Development Days

Key to Symbols	
B	- School Break
F	- All Family Meeting
H	- Holiday
PD	- Professional Development
SLC	- Student Led Conferences
S	- Snow Day

End Dates	
1st Semester:	12/21/2018 (82 days)
2nd Semester:	6/6/2019 (96 days)

Days Calculated
178 Student Instr Days

65,005 Instructional Minutes  
143 Regular School Days, 35 Fridays

## JOB DESCRIPTION APPENDIX B 2018-2019 School Schedule **DRAFT**

### Sierra Academy 2018-19 Bell Schedule

Monday - Thursday	
Opening Circle for Teachers	9:00
Period 1	9:20 - 10:40
Period 2	10:43 - 12:03
<b>Lunch</b>	12:06 - 12:36
Period 3	12:36 - 1:56
Period 4	1:59 - 3:19
Period 5: Crew	3:21 - 4:00
Office Hours	4:00 - 4:30
Dismissal	4:30

Fridays	
Opening Circle for Teachers	9:00
Period 1	9:20 - 10:05
Period 2	10:08 - 10:53
Period 3	10:56 - 11:41
<b>Lunch</b>	11:41 - 12:11
Period 4	12:11 - 12:56
Community Mtg	1:00 - 1:33
Dismissal	1:33
PD for Teachers	1:45 - 4:00

Student Led Conferences	
Opening Circle for Teachers	9:00
Period 1	9:20 - 9:59
Period 2	10:02 - 10:41
Period 3	10:44 - 11:22
Period 4	11:25 - 12:03
<b>Lunch</b>	12:03 - 12:33
Period 5: Crew	12:33 - 1:33
Student Led Conferences	1:33 - 4:30
Dismissal	4:30

Student Led Conferences Dates	
1st Semester:	November 5, 6 & 7, 2018
2nd Semester:	March 12, 13 & 14, 2019

- Working salaried hours:
  - 8:45am – 4:45pm Monday-Friday
- Working contracted days on-site (see attached calendar draft):
  - 12 months a year (July – June)