

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Part-Time Non-Instructional (Other)

EMPLOYEE CATEGORY: 6/Educational Support Personnel

QUALIFICATIONS:

1. Be at least eighteen years of age.
2. Possess a high school or general education diploma.
3. Be capable of performing the assigned tasks in a safe and efficient manner.

REPORTS TO: Principal or Designated Administrator

JOB GOAL

To perform the assigned tasks safely and efficiently.

PERFORMANCE RESPONSIBILITIES:

1. Perform the technical tasks designated by the supervisor.
2. Follow instructions and rules as apply to performing the tasks at hand and personnel conduct while in the employ of the Wakulla County School Board.
3. Clean up the work area and safely return all materials, supplies, and tools to their place of inventory or storage before leaving for short breaks or for the day.
4. Perform other tasks assigned by the Principal or designated Administrator.

TERMS OF EMPLOYMENT: Temporary and as the services are needed by the School Board.

EVALUATION: Upon completion of each temporary assignment by appropriate administrator.

SALARY ITEM NUMBER: 29