



ACCA NON-CERTIFICATED STAFF JOB DESCRIPTION

Part-Time

Summer 2023/School Year 2023-2024

POSITION: Assurances Specialist

Start Date: June 12, 2023

Wages: potentially \$17-\$20 per hour

Work Hours: varies based on need & Seasonal/ average 20 hrs per week

Days: 4 days a week/5 hrs per day/ total 210 days (June 2023-June 2024)

Shift(s): on call position/willing to work evenings & weekends or if emergencies arise

Conditions: physically demanding job/outside in all weather conditions/temps & ability to lift 100 lbs

Reports to: ACCA Asst. Superintendent and/or his/her designee

DUTIES AND RESPONSIBILITIES

- Supports the mission, vision, and values of Ashland County Community Academy
- Assists Administration and School Resource Officer with Safety/ Assurance responsibilities
- Assists Admins/SRO in the maintenance of the Emergency Operations Manual/Threat Assessment Team Member
- Coordinates and schedules repairs/inspections for building assurance & compliance purposes
- Groundskeeping such as tending to lawn/parking lots/building exterior
- Cleaning: general and deep cleaning of interior of school building
- General Repairs and up keep of interior/exterior of building
- Maintaining the appropriate records/logs and coordinating with Supervisor regarding expenses
- Assist in the supervision of safety in main office/hallways as needed
- Bus Duty/Parking Lot Duty in the afternoon on school days
- Participates in Continuing Education Courses and/or Professional Development, as assigned by Superintendent
- Assumes such other responsibilities and performs other duties as may be assigned by the Assistant Superintendent

QUALIFICATIONS AND SKILLS

- High School Diploma at minimum, *preference of some post secondary education;*
Willingness to advance education while employed
- BCI/FBI Background Check
- At least five years of experience in maintenance or a similar position
- Ability to do general repairs on equipment used for maintenance
- Preferably some knowledge regarding safety/school safety protocol
- Technology Skills (*preferably basic information tech skills*)
- ODE Student Monitor Permit, preferred
- Willingness to participate in the After-School Program as a staff member for events/programs
- Professionalism and a commitment to excellence when assigned duties and/or responsibilities
- Ability to communicate effectively to achieve assigned duties

- Good organizational skills and time-management
- Act as an effective and positive role model among staff, and promotes team-work mentality
- Passion for quality education and high expectations for all students
- Relates to students with mutual respect
- Models district standards of ethics, confidentiality, and professionalism