



## HIGHLAND SCHOOL DISTRICT NO. 203

P.O. BOX 38 – 17000 SUMMITVIEW ROAD  
COWICHE, WASHINGTON 98923  
(509) 678-8630 FAX (509) 678-4177

Superintendent:  
Mindy Schultz

School Board:  
Lupita Flores  
Kerry Jones  
Carlos López  
Cindy Reed

January 8, 2026 Highland School District is accepting applications for the following position:

### SUBSTITUTE CUSTODIAN

The Highland School District #203 is receiving applications for substitute custodians, including possible home-game cleanup: Fall, Winter & Spring sports: Basketball, Football, Soccer, Volleyball etc.

Position: Custodian, to cover absences and/or evening shifts at all of the school buildings. Start date: Immediate.

Job Description:

- \* General custodial cleaning (sweep, mop, scrub and vacuum) of halls, classrooms, restrooms. Empty all trash containers.
- \* Sanitize and disinfect.
- \* Prepare rooms for meetings and programs.
- \* Make sure lights are off, building is secured and communicates same to the last occupant.
- \* Assist in clearing snow and debris from sidewalks as required.
- \* Other duties as assigned by head custodian and/or building principal.

Qualifications:

- \* Must have or agree to obtain standard 1st Aid card.
- \* Good physical condition and health record to do the physical labor required of the job.
- \* Previous custodial experience preferred, but not required.
- \* Successful completion of WSP/FBI fingerprint screening and drug testing required.
- \* A post-employment offer/pre-employment custodial physical fitness exam may be required.

Salary & Benefits: Substitute pay starts at \$21.74 - \$21.74 per hour. This position may qualify for only the following:

Healthcare Benefits (SEBB): (All Employees who work 630 hours per school year are eligible)

- Insurance: Medical, Dental, Vision, Basic Life, Accidental Death & Dismemberment, Long-Term Disability
- L & I: Self-insured plan to cover employees for injuries/accidents incurred on the job.

Closing Date: Open until filled.

**Employment is contingent upon signing of the Washington State Sexual Misconduct Disclosure Release form, successful completion of WSP and FBI fingerprint screening as required by 28A.400 RCW.**

To apply: Applications are online through Fast Track at: [FastTrack \(wa-k12.net\)](https://fasttrack.wa-k12.net) Or contact Julie Notman at the District Office at 509-678-8631.

### Non-Discrimination Statement

The Highland School District complies with all federal and state rules and regulations and does not discriminate on the basis of any protected class as defined by law. This holds true for all district employment and opportunities. Highland School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age (40 or older), marital status, honorably discharged veteran or military status, sexual orientation, gender expression or identity, non-job related sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other legally protected status, condition or characteristic, except where a bona fide qualification disqualifies an individual, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational and/or extracurricular school activities as well. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Coordinator and Compliance Coordinator (RCW 28A.640/28A.642): Brandon Jensen, Tieton Elementary School Principal, 711 Franklin Rd, Tieton, WA 98947, telephone 509-678-8900, e-mail- [bjensen@highland.wednet.edu](mailto:bjensen@highland.wednet.edu). Section 504/ADA coordinator: Courtney Sund, Director of Special Education, SEL and Inclusionary Practices, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8772, e-mail- [csund@highland.wednet.edu](mailto:csund@highland.wednet.edu). Harassment, Intimidation, Bullying (HIB) Coordinator: Don Strother, Highland Middle School Principal, 17000 Summitview Rd, Cowiche, WA 98923, telephone 509-678-8870, email- [dstrother@highland.wednet.edu](mailto:dstrother@highland.wednet.edu). The Highland School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact Kirsten Lenz, Highland School District Language Liaison.