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:
Craig Chronister
Lupita Flores
Kerry Jones
Carlos Lopez
Cindy Reed

November 5, 2026

Highland School District is accepting applications for the following position:

DISTRICT EVENING CUSTODIAN

ONE (1) YEAR ONLY-2026-2027

DESCRIPTION:

The job of Custodian is done for the purpose/s of creating an attractive, sanitary, and safe campus for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; and minimizing property damage, loss, and liability exposure. The custodian will be assigned to various buildings, events cleanup and other shifts as needed. This position is eight (8) hours per day for the 2026-2027 school year and begins immediately through August 31, 2027.

Shift schedule when school is in session: tentatively 3:00 pm to 12:00 midnight (with 1-hour non-paid dinner break). These hours may be adjusted based on building needs.

Shift when school is not in session (summer, Christmas, spring break): tentatively 7:00 am to 4:00 pm (with one (1) hour non-paid lunch break).

Essential Functions- Responsibilities include but are not limited to the following:

- Arranges furnishings and equipment (e.g. assembly, club meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Assists in the gym set-up for dances, assemblies, or any other program that may be held in the gym, cafeteria/Commons, or classrooms.
- Assists with other work during the summer (e.g. painting, caulking, staining, sanding, strips/waxes floors, shampooing carpets, moving furniture, removing graffiti, etc.) for the purpose of supporting the ongoing maintenance program required by the district.
- Attends in-service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, maintenance training, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned school facilities, as may be required (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying repairs due to vandalism, equipment breakage, weather conditions, etc.
- Knowledge of heating and cooling system and maintenance and repair of minor electrical, plumbing, HVAC, and other minor maintenance equipment repairs.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs preventative maintenance/building upkeep and/or repairs/replacements to include, but not limited to, performing minor and routine painting, plumbing, irrigation, electrical wiring and other related maintenance activities (e.g. broken glass, toilet, carpet, door handle, walls, toilet leaks, roof leaks, faucets, light fixtures, etc.) for the purpose of ensuring availability and safety of facility. Notify administration regarding need for major repairs or additions to lighting, heating and ventilation equipment as well as building security and safety mechanisms.
- Closes facility after daily operations (e.g. closing gates, building access doors, etc.) for the purpose of ensuring facilities are operational and safe after hours.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues, minimizing property damage, equipment loss and maintaining a functioning educational environment.
- Assists in clearing snow and debris from sidewalks as required.
- Other duties as assigned by building principal.

Working Environment:

- Lift 100 pounds occasionally and up to 50 pounds frequently
- Climb and descend ladders up to 50 feet
- Be on your feet for an 8-hour shift.
- Perform repetitive motions such as mopping, sweeping, dumping garbage cans, cleaning and scrubbing restrooms.
- Operate power equipment, vacuum cleaners, hand tools, buffers and polishers.
- Perform minor electrical repairs on ballasts, switches, outlets, etc. and make minor repairs to water lines and plumbing.
- Shovel snow and ice when required.

Other Functions

- Assists other personnel as required for the purpose of supporting them in the completion of their work activities.
- Other duties as assigned.

Qualifications (minimum skills required)

- 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.
- Knowledge in use of floor cleaning system, fire systems, heating and cooling systems.
- Ability and willingness to learn computerized heating/cooling systems.
- Ability to work closely with the principal and take responsibility/criticism for the condition of the building.
- Custodial experience preferred.

SALARY & BENEFITS: Hourly: $24.58 - $27.63

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.

Additional Benefits:

-Washington State Retirement System Pension

-Paid Holidays: Thirteen (13)

-Paid Sick Leave: 12 days/year to maximum of number of contracted day (180 days maximum for cash out)

-Paid Personal Leave: three (3) days

CLOSING DATE: **Open until filled but please submit applications as soon as possible. In-House applicants, please submit a letter of interest by Friday, November 13, 2026, 4:00 pm.**

QUALIFIED CANDIDATES: Information and application are available on our website at https://www.highland.wednet.edu/departments/employment/job-openings or FastTrack: https://bit.ly/4zaA3T9 or by calling the District Office at (509) 678-8631.

Employment is contingent on passing a pre-employment physical and successful completion of WSP and FBI fingerprint screenings required by 28A.400 RCW

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. 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. 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. 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.