

PARKLAND SCHOOL DISTRICT
Application for Temporary Summer Employment

RETURN by 02/24/23

PT HOURS or FULL DAY

Office Use Only

____ District
____ PT Custodian

(Application for EMPLOYEES in the Parkland School District)

All areas **MUST** be completed for employment consideration (PLEASE PRINT):

CHECK (✓) ONE: _____ **PT Hours** or _____ **FULL DAY**

Name: _____ Date: _____
(Last) (First) (M.I.)

Address: _____
(Street) (Apt/Box #) (City) (State) (Zip)

Phone # _____ Empl# _____

CIRCLE your position (below) during the school year:

* **BUS DRIVER** ♦ PT Custodian ♦ Substitute ♦ Cafeteria Staff ♦ Hall Monitor ♦ Para ♦ Teacher ♦ _____
↓↓ ↓ ↓ *Position Not Listed*

* **BUS DRIVER NOTE:** If you are working in the garage, or any other location in the district, you will **NOT** be considered for any summer field trips, football, or any other sport activities.

Anticipated **start** date: **Monday, June 12th** (*subject to change pending inclement weather days used during the school year*)

Anticipated **end** date: **Friday, August 11th**

First date available for summer work: _____ **Last** date available for summer work: _____

Number (1 to 4) preference order: _____ Cleaning _____ Grounds _____ Garage _____ Painting/Maintenance

Shift Preference (*exact shift hours to be determined*):

(full day): _____ 6:00am-2:30pm _____ 9:30am-6:00pm _____ 2:30pm-11:00pm
(part-time): _____ 6:00am-10:00am _____ 10:00am-2:00pm _____ 2:00pm-6:00pm

(OVER)

Areas (A) and (B) below **must be signed and dated** for summer employment consideration.

- A. I have received the **2023 Summer Employment Rules** and understand failure to comply may result in termination of employment and may eliminate me from future employment consideration.

Date

Applicant Signature

- B. I have received, read and understand the **job description for a temporary summer employee** and can perform the essential functions of the job with or without reasonable accommodations.

Date

Applicant Signature

NON-DISCRIMINATION IN PROGRAMS AND EMPLOYMENT POLICY

In accordance with Title VI, Title IX, Section 504 and the Americans with Disabilities Act, the Parkland School District does not discriminate either in the educational or vocational programs and activities which it operates or in the employment of personnel, on the basis of sex, handicap, disability, race, color, national origin, age or religion. All inquiries concerning this policy/questions regarding specific programs, services and facilities for the handicapped should be directed to the district equal rights officer, Assistant Superintendent, Parkland School District, 1210 Springhouse Road, Allentown, PA at 610-351-5505. Note: If you need assistance to complete this application, please contact the Human Resources office at (610) 351-5530 or the School Services Office at (610)-351-5660.

Return application to 02/24/23:

School Services – Maintenance Office
Parkland School District – Troxell Building
2219 North Cedar Crest Boulevard
Allentown PA 18104
PH: 610-351-5660 / FX: 610-351-5679

TITLE:

TEMPORARY SUMMER EMPLOYEE

QUALIFICATIONS:

1. General knowledge of maintenance / cleaning duties.
2. General knowledge of the Lehigh Valley area.
3. Physically capable of performing duties, as defined in the *Physical Qualifications* section of this job description.
4. Ability to operate basic equipment.
5. A valid PA driver's license is preferred.
6. Effective interpersonal skills.
7. Ability to communicate effectively.
8. Ability to work independently.
9. Ability to follow oral and written instructions.
10. Ability to establish and maintain effective relationships with employees, supervisors and the general public.
11. Other skills and characteristics which the board of school directors may deem appropriate.

REPORTS TO:

**Director of School Services, Assistant Director of School Services,
Maintenance Mechanic, Garage Foreman, Facilities Supervisors**

LOCATION:

Any location within the Parkland School District as needed, including some travel outside the district.

**ESSENTIAL JOB
RESPONSIBILITIES:**

1. Subject to lawful leave rights, to work from the designated start date through and including designated end date, including orientation, 5 days per week, 8 hours per day, (4 hours per day for part-time), Monday through Friday.

2. Temporary Summer Cleaning Personnel:

- To assist in the cleaning of all district buildings and to satisfactorily perform assigned duties.

3. Temporary Summer Grounds Personnel:

- To assist in the maintenance of all district grounds and grounds equipment and to satisfactorily perform assigned duties.

**** SEE OTHER SIDE ****

	<p>4. <u>Temporary Summer Painting / Maintenance Personnel:</u></p> <ul style="list-style-type: none">• To assist in the painting and maintenance of all district buildings and to satisfactorily perform assigned duties. <p>5. <u>Temporary Summer Cleaning Garage Personnel:</u></p> <ul style="list-style-type: none">• To assist in the cleaning of the district fleet of vehicles and the bus garage and to satisfactorily perform assigned duties. <p>6. Keep cleaning and maintenance equipment, as well as all district vehicles, clean and in good condition.</p> <p>7. Move equipment / supplies.</p> <p>8. Operate district vehicles, basic hand and power tools.</p> <p>9. Read / understand Material Safety Data sheets and instructions on equipment and cleaning supplies.</p>
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Please Keep

2023 SUMMER EMPLOYMENT RULES and RATES

Monday, June 12th through Friday, August 11th

- If you are calling off, please call the Maintenance Office at **610-351-5660** and **leave a voice message with the following information: name and assigned building.** For “work scheduling” purposes within the buildings, advanced notice is required for days off.
- Summer employment is mandatory from the first assigned day of work **Monday, June 12th** up to and including **Friday, August 11th, 2023**. If the District determines that there is a need, additional days after **August 11th** may be available should you choose to participate.
- Arriving late, leaving early or otherwise not completing your entire shift, will result in a **HALF** day being **deducted** from the **7** allowable days off. No half days will be granted for **4** hour summer employees.
- Summer employees are allowed the maximum of **7** days off during the mandatory period. Days worked after **August 11th** will not be considered makeup days. Allowable days off for any reason including vacation, personal business, illness, other emergencies, etc., are subject to lawful leave rights.
- Anyone hired **after** the start of the summer work season, resulting in them working less than **7** weeks, their allowable days off will be prorated at the rate of **1** day per week.
- Any person using more than the allowed **7** days off during the summer may jeopardize consideration for future summer employment.
- Bus drivers working in the garage, or any other location in the District, will not be considered for any summer field trips, football or any other sport activities.
- No cell phone usage **except** on breaks or lunch.

Summer Rate

The hourly rate for summer positions is \$12.14/HR. – unless you are currently employed as a PT-Custodian within the District.