



JOB DESCRIPTION

Campus Detailer

SUMMARY

The Campus Detailer is responsible for facility maintenance, facility set-ups for events, campus beautification, traffic duties, and will enforce security/safety procedures as well as provide student supervision as needed. The Campus Detailer will also provide support to all employees in relationship to outlined duties and will assist the Campus Supervisor with projects as needed. This position will support and uphold the mission and vision of The Classical Academies.

ESSENTIAL DUTIES

- Complete maintenance requests for campus
- Oversee and monitor parking lot during parent/student drop off and pickup
- Support school scheduled field trips and night activities as needed
- Maintain campus landscaping, power equipment and tools
- Maintain campus security procedures
- Take direction from and provide support to the Campus Supervisor daily
- Daily tasks such as landscaping, trimming, weeding, painting, general building repair functions, minor plumbing and electrical as assigned
- Utilize customer service skills to assist employees, students and parents
- Attend work regularly and maintain punctuality; enter and submit hours worked daily in the online time system

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Understanding of school policies, including school safety and security procedures
- Correct English usage, punctuation, spelling, and grammar
- Basic to intermediate skills using hand tools
- Understand, adhere to, and be able to explain The Classical Academies programs
- Basic computer skills



Interpersonal Skills:

- Enjoy working with students
- Demonstrate the ability to partner with parents in the education of their children
- Manage and prioritize multiple tasks
- Must have the ability to provide excellent customer service with a kind, courteous attitude
- Productively work independently as well as with others

Qualifications:

- High school diploma or GED required
- 2 years of relevant work experience preferred

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: walking, standing, sitting, lifting, carrying, pushing, and/or pulling; rarely lifting items above fifty pounds. Physical actions may include climbing, balancing, stooping, kneeling, crouching, crawling, bending at the waist, and reaching to retrieve equipment. The job requires regular walking and standing, and potentially sitting. The job is performed regularly outdoors with exposure to seasonal temperatures and natural elements; subject to moderate to loud student, campus and environment noise; subject to frequent interruptions and contact with employees and students; occasional use of computer keyboard, mouse and other basic technological devices. This position not eligible for remote work.

EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide



occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Eligibility for benefits starts the first of the month 60 days after the date of employment for all new full time employees. Available benefits include: medical, dental, vision, and retirement (State Teachers Retirement System or Public Employees Retirement System). The school will provide a match on all employee contributions into the STRS or PERS program based on the current contribution rates established by California budget legislation.

Exempt employees are expected to attend all professional obligations, whether or not performed within the normal business day. For more details, see pages 28-30 of the Employee Handbook.

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charter schools, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

Accountability: Campus Supervisor, Student Programs Manager & Principals

Job Classification: Non-Exempt

Hourly Rate: Wage Band A

Last Revised: 06/22/2022