

## **R 8-31-1 Custodians Schedules**

Custodians are responsible to the building principal and shall receive their instructions from him/her. Appropriate Central Office staff may also provide supervision and guidance. Custodians shall cooperate with the principal and teachers at all times, and shall employ tact and courtesy in all relationships. The principal and custodian shall develop and follow a regular cleaning schedule. The principal and custodian shall also determine said custodian's duties and responsibilities and they shall form the basis for supervision and evaluation of the custodian's performance.

The term of employment for custodians is determined by the tasks to be performed and the size of the school. Employment terms may range from ten to twelve months per year.

Custodians are expected to be present to unlock and lock and generally supervise the care of the building at all extracurricular activities, whether they are school activities or outside group activities. They shall be compensated for time and work performed for outside groups.

Assignment of a custodian to work shifts in a school or work site is based on seniority within the custodian classification category. (See *File: 8-2 Employment of Professional and Service Personnel*).