



Corunna Public Schools

NOTICE OF VACANCY

November 5, 2025



POSITION

Corunna Public Schools seeks an **Assistant Custodial Supervisor**.

JOB DESCRIPTION

This person shall be responsible for assisting our Maintenance Supervisor with oversight of all respective custodial personnel. The assistant custodial supervisor shall be directly responsible to the Maintenance Supervisor.

JOB / DISTRICT / COMMUNITY HIGHLIGHTS

Corunna Public Schools is seeking the best available person. Our district lives its mission statement of preparing an unprecedented number of students to be college- and/or career-ready every day. Our district is known for offering quality education in a small-town environment with the amenities of a larger community (our district buildings are five minutes away from Applebee's, Culver's, Meijer, WalMart, etc.).

Our county's cost of living is incredibly low. We are a class "B" school (around 130 students per grade level) with a reputation for higher standards. We have an award-winning preschool. Our school is the community "hub," Homecoming is still a big deal in our small town, which is the county seat. Our community is incredibly supportive of our district as well. We have high-achieving athletic teams and award-winning extra-curricular programs. Despite having many students coming to us via school of choice, our constituents have passed three bond proposals since 2015.

QUALIFICATIONS

- Preference may be given to someone with a licensing (electrical, plumbing, etc.) or trade certification.
- Demonstrated experience in the custodial/maintenance field
- Demonstrated experience in evaluating employees
- Familiarity and experience in working with budgets
- Proven leadership background
- Shall be self-motivated and goal-driven
- Shall possess excellent organizational skills
- Shall possess excellent computer skills (to track work orders, assist with purchase orders, navigate the various building management systems, etc.)
- Excellent attendance

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Report to and work under the direction of the Maintenance Supervisor.
2. Assist in supervising custodial department employees.
3. Assist in operating the building management systems.
4. Assist in ensuring proper function, perform periodic safety and preventive maintenance inspections of boilers, compressors, air handling units, fans, pumps, and water softeners.
5. Assist in serving as the operator of the swimming pool and perform all of the required water tests.
6. Assist with maintaining a current inventory of all tools, equipment, parts, and supplies.
7. Prepare and assist with requisitions for tools, equipment, and supplies.
8. Advise and train building custodians on the proper operation and maintenance of their buildings.
9. Be available to address emergency maintenance issues around the clock.
10. Be aware of and take care of any potentially dangerous equipment or material on school properties.
11. Assist with clearing snow from walkways and parking lots around the school building.

OUR MISSION

*To prepare an unprecedented number of students for college **and/or** careers, regardless of demographic factors.*

12. Be willing to work different shifts, as requested, to work on specific projects or problems.
13. Fill in for building custodians when needed.
14. Complete other assignments as directed by the Maintenance Supervisor.

DEADLINE

Until Filled

START DATE

Negotiable

SALARY

Commensurate with experience and Board of Education approval

APPLY

For full consideration of your candidacy,
please complete the entire online
Application on the Shiawassee County RESD website
<https://www.sresd.org/about-us/departments/business-office/job-opportunities/>

In addition, upload your letter of interest, resume, transcripts, and any supporting
Or, you may hand-deliver and/or mail and/or email to:

Corunna Public Schools
c/o Superintendent John P. Fattal
124 N. Shiawassee Street
Corunna, MI 48817

jfattal@corunna.k12.mi.us

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