

TO: COVENTRY EMPLOYEES, CURRENT SUBS, OUTSIDE APPLICANTS
FROM: MR. RUSSELL CHABOUDY, SUPERINTENDENT
DATE: MAY 26, 2017
SUBJECT: TEMPORARY SUMMER HELP POSITION

Temporary summer technology work will be available this summer from June 5, 2017 for up to 52 days – from 7:00 a.m. to 3:00 p.m. Monday –Friday.
The rate of pay is \$8.10 per hour.

If you meet the qualifications listed below and are interested in applying for temporary summer clerical work, please submit an *Intent of Interest Form* to *Mrs. Kelly Kendrick, Directory of Technology by Friday , June 2, 2017. Or Email interest to kkendrick@coventryschools.org.*

Email Correspondents: Please include **Temporary Summer Help** in the subject line.

Intent of Interest Forms are available at the Board Office at 2910 South Main St, or on our website.

Under the supervision of the Superintendent or designee, persons will be assigned various jobs throughout our district.

Qualifications

1. Ability to work with others
2. Be physically able to perform work tasks assigned
3. Possess a driver license
4. Physical ability –
 - **Lift 20 lbs.** constantly during the workday
 - **Lift 40 lbs.** frequently (i.e. heavy equipment)
5. Be prompt and reliable according to the work schedule.
6. Experience working with technology equipment and maintenance

Applicants who have not previously worked for Coventry Local Schools must complete an application, be fingerprinted and a background check **completed before** employment can be considered. **Applications** are available at the Board Office.