

Marquardt School District 15 Job Description

Job Title: Temporary Summer Employee-Special Projects

Supervises: NA

Primary Evaluator: Non-Evaluative

Position Type: Summer Employment

Reports To: Special Project Department Lead

End Date: Aug. 10, 2026

Position Summary: The District is seeking temporary summer employees to assist with special projects that support district operations and ensure schools and facilities are prepared for the return of students and staff at the start of the new school year. Employees will perform a variety of duties under the direction of department supervisors and may be assigned projects based on departmental needs.

Qualifications

- Ability to follow directions and work independently.
- Strong organizational skills and attention to detail.
- Ability to work cooperatively with staff and supervisors.
- Ability to perform physical tasks associated with assigned duties.
- Dependable attendance and punctuality.

Essential Responsibilities

Technology Department

- Assist with inventory, organization, and deployment of technology equipment.
- Prepare student and staff devices for the upcoming school year.
- Update asset records and technology databases.
- Assist with equipment setup, troubleshooting, and basic maintenance.
- Organize storage areas and technology workspaces.
- Support district technology projects as assigned.

District Office Administrative Assistant

- Assist with filing, scanning, and organizing district records.
- Prepare materials and documents for the upcoming school year.
- Support data entry and record management projects.
- Assist with mailings, correspondence, and office organization.
- Support administrative staff with special projects and operational tasks.
- Maintain confidentiality of district information and records.
- Support District Office projects as assigned

Maintenance and Custodial Staff

- Assist with cleaning, organizing, and preparing school buildings and grounds.
- Support summer maintenance and facility improvement projects.
- Move furniture, equipment, and supplies as needed.
- Assist with painting, repairs, and general upkeep under supervision.

- Ensure classrooms, common areas, and facilities are ready for student occupancy.
- Support grounds maintenance and building preparation activities
- Support Buildings & Grounds projects as assigned

Work Environment

While performing the duties of this job, the employee regularly works inside but could occasionally be outside and is subject to noises associated with an educational environment both indoors and outdoors that is deemed moderate. The employee is regularly required to sit; climb or balance; and stoop, kneel, crouch, or crawl. Work requires some lifting, pulling or pushing during the normal performance of tasks and responsibilities. The employee works in an educational setting with children of varying ages and abilities and is directly responsible for the safety, well-being, and work output of students. Duties may be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, hallways, and on field trips away from the school. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Terms of Employment:

- This is a temporary, non-permanent summer position. Employment is expected to conclude on Monday, August 10, unless terminated earlier or extended at the discretion of the District based on operational needs.
- Hourly Rate- \$17.50 per hour