Churchill County School District
Everyone Always Learning...

Human Resources Department
Cameron Sorensen, Manager
Janel Buchan, Analyst | Savannah Peel, Analyst

INTERNAL/EXTERNAL VACANCY NOTICE
August 6, 2026

The Churchill County School District is currently accepting applications for the following classified position for the 2026-2027 school year:

POSITION: Duty Assistant – E.C. Best Elementary School

DEFINITION: To perform a variety of support services for teachers and students during the lunch hours, playground activities, to include; bus pickup and delivery times.

MINIMUM QUALIFICATIONS: Some experience working with students is desirable.

REQUIRED CERTIFICATION/LICENSE:

1. High School Diploma or its equivalent (GED).
2. A current Nevada Driver's License is required at time of hire.

CURRENT SALARY/BENEFITS: Range 15 - Step A $14.26 through Range 15 - Step K $17.13. Scheduled: Two (**2**) hours per day and 166 days per year plus five (5) paid holidays. **Benefits include**: Sick Leave and Personal Leave.

FILING PERIOD: All interested applicants **(internal/external)** must complete a CCSD application online and show that they are qualified for the position requested as described above. Internal applications will be accepted on Thursday, August 6, 2026 until midnight Wednesday, August 12, 2026. External applications will be accepted on Tuesday, August 11, 2026 until midnight Wednesday, August 12, 2026 or until filled.

CONTACT PERSON:
Mrs. Janel Buchan, Human Resources Analyst
buchanj@churchillcsd.com
Phone (775) 428-7240 ext. 1112, Fax (775) 423-5130

The Churchill County School District prohibits discrimination in employment, educational programs, and activities on the basis of race, color, national origin, ancestry, creed, religion, age, disability, marital status, veteran status, sex, sexual orientation, gender identity or expression, associational preference, or any other category protected by applicable state or federal law and provides equal access to the Boy Scouts and other designated youth groups. Sex discrimination includes sexual harassment and sexual violence, and these actions are strictly prohibited. The following person has been designated to handle inquiries regarding the non-discrimination policies: Blake Cooper, Superintendent, 690 S. Maine Street, 775-423-5184.