



PLEASE CIRCULATE AND POST

WALTHAM PUBLIC SCHOOLS AVAILABLE POSITIONS

As of March 7, 2018

LOCATION	VACANCIES
Elementary	School Security Personnel - effective immediately through June 2018
Middle	School Security Personnel - effective immediately through June 2018

- Ensures all visitors/volunteers sign in and are assigned ID badges
- Contacts the party the visitor wishes to see or directs the person to the main office
- Ensures all students who are tardy sign in and has them report to the main office or the classroom
- Receives various items delivered/dropped off for students and staff and forwards accordingly

Compensation: \$14.85 per hour/not to exceed 19 hours per week
This is a non-benefited position

Schedule: Academic Year/Based on school hours/2.5 days per week
Elementary Schools – 8:15 a.m. to 3:15 p.m.
Middle Schools – 7:45 p.m. to 2:45 p.m.

The above positions are available immediately.

Please apply (include 3 references) by **3:00 p.m. on March 23rd** to:
<https://www.walthampublicschools.org/about/employment/?category=Security>

Non-Discrimination Notice: Waltham Public Schools does not discriminate on the basis of race, color, religion, disability, national origin, gender, gender identity or sexual orientation.