



# ARKANSAS SCHOOL FOR THE BLIND



James Caton, Superintendent

**POSITION: 22082507**

**POSITION TITLE:**  
**INSTITUTIONAL SERVICES ASSISTANT**

**REPORTS TO:**  
Del Risinger

**JOB DESCRIPTION:**  
Custodial duties around campus. Clean bathrooms, classrooms, hallways, offices and stairs. Clean walks, porches, windows, and doorways. Annual stripping, waxing, buffing, and carpet cleaning.

**MINIMUM QUALIFICATIONS:**  
The formal education equivalent to a high school diploma.

**CERTIFICATION, LICENSES, REGISTRATIONS**  
NONE

**PREFERENCES:**  
Familiarity with Arkansas School for the Blind's campus and practices.

**SPECIAL REQUIREMENTS:**  
A background check will be conducted. Direct deposit and 6.50% Contributory Teacher Retirement is mandatory. All persons selected for employment must submit to a drug test as a precondition of employment. All hiring decisions are contingent on the person selected passing the drug test. Ability to do required lifting (up to 50 lbs.).

**APPLICATION PROCEDURE:**

Submit State Application to: The Personnel Office  
Arkansas School for the Blind  
Location: 2606 West Markham, Blind School Campus  
Mailing address: 2606 West Markham, Little Rock, AR 72205  
Fax: 501-603-3532  
Online at <https://arcareers.arkansas.gov/>

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The Arkansas School for the Blind does not discriminate on the basis of race, national origin, sex, age or disability in employment or the provision of services.