



# MIDLAKES DISTRICT OFFICE

**PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

1490 State Route 488 Clifton Springs, NY 14432

## IMMEDIATE VACANCY-JOB POSTING

**POSTING DATE:** July 16, 2020

**POSITION:** Student Aide (Immediate-August 30)

**SALARY:** Hourly/Minimum wage

### CLASSIFICATION REQUIREMENTS:

- Must meet minimum Civil Service qualifications.

### GENERAL JOB DESCRIPTION:

- Inventory of technology assets and related items
- Daily phone communication
- Log issues with technology related problems
- Organize re-issue of tablets to students upon return to School in the fall
- Type and copy various correspondence for parents
- Other duties as assigned

### APPLICATION PROCEDURE:

Apply online on the Ontario County Civil Service Employment Portal: <https://ontario-portal.mycivilservice.com/jobopps>

The Phelps-Clifton Springs Central School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, activities, employment, and admissions; and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Michele Robinette, compliance officer/coordinator, at [mrobinette@midlakes.org](mailto:mrobinette@midlakes.org). Mrs. Robinette can also be reached at 315-548-6475 or via mail at the District Office: 1495 State Route 488, Clifton Springs, New York, 14432. Inquiries concerning the application of the Phelps-Clifton Springs Central School District non-discrimination policies may also be referred to the U.S. Department of Education, Office for Civil Rights (OCR), 32 Old Slip, 26th Floor, New York, NY 10005, telephone (646) 428-3800 (voice) or (800) 877-8339 (TTY).