



# MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

## SUMMER VACANCY - JOB POSTING

**POSTING DATE:** March 31, 2022  
**POSITION:** Student Aide – Technology (July 7<sup>th</sup> – August 18<sup>th</sup>, 2022)  
**HOURS:** Monday – Friday, 7:30 a.m. to 3:30 p.m.  
**SALARY:** \$13.20 per hour

### CLASSIFICATION REQUIREMENTS:

- Must meet minimum Civil Service qualifications

### GENERAL JOB DESCRIPTION:

- Maintain inventory of technology assets and related items;
- Demonstrate excellent written and verbal communication skills;
- Manual entry of technology related issues into log;
- Organize the re-issue of tablets to students in the fall;
- Type and copy various correspondence for users;
- Other responsibilities as assigned by supervisor.

### APPLICATION PROCEDURE:

Complete a Phelps Clifton Springs CSD application via the [Job Board](#)

and

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

### APPLICATION DEADLINE:

April 28, 2022

The classification requirements and general job description are presented herein only for illustrative purposes and do not reflect the entirety of the classification requirements and job description required for the position.

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).