



MIDLAKES DISTRICT OFFICE

PHELPS CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

1490 State Route 488 Clifton Springs, NY 14432

ANTICIPATED - JOB POSTING

POSTING DATE:	March 2, 2026
POSITION:	12-Month Teacher Aide
HOURS:	7.75 hours per day
SALARY:	Starting at \$30,636.00 per year
CLASSIFICATION REQUIREMENTS:	<ul style="list-style-type: none">▪ High School Diploma or GED▪ Civil Service approved as Teacher Aide▪ Fingerprint Clearance
GENERAL JOB DESCRIPTION:	<ul style="list-style-type: none">▪ Demonstrate ability to manage multiple tasks while meeting deadlines;▪ Capacity to balance competing priorities;▪ Operate and maintain mail processing equipment, including delivery of mail;▪ Coordinate and process district-wide copying services;▪ Maintain copy equipment and manage inventory of copier supplies and paper;▪ Manage daily student attendance – including inputting band/chorus lesson schedules, excuses for late arrival, early dismissal, and absences;▪ Assist in SchoolTool set-up for the start of the school year;;▪ Perform end-of-year clean-up and create required reports;▪ Maintain organized filing system;▪ Eagerness to learn and work with a variety of teachers and personnel.
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:	March 16, 2026, or until filled

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: Jeffrey Hamelinck, compliance officer/coordinator, at jhamelinck@midlakes.org. Mr. Hamelinck 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).