



FLUSHING COMMUNITY SCHOOLS

Flushing, Michigan

June 1, 2026

VACANCY NOTICE

The following position is available for the 2026-2027 school year:

Computer Lab Manager

Elms Elementary

QUALIFICATIONS:

- Associates Degree preferred.
- Able to troubleshoot minor hardware and software problems.
- Ability to work effectively and cooperatively with teaching staff and students.

JOB DESCRIPTION:

- Oversee the operation of the student computer laboratory.
- Work with elementary students and staff in the use of computers and software in the lab environment.
- Print and distribute student reports to teachers, individuals and groups.
- Maintain an attractive, orderly learning environment.
- Work under the direction of building principal.
- Perform other duties as may be assigned.

Salary: \$17.32 per hour

Hours: 25 hours Monday - Thursday

Work Year: Forty (40) to forty-two (42) weeks per year

APPLICATION PROCESS:

INTERNAL CANDIDATES: Must submit a letter of interest and resume to the Personnel Office:
rebecca.fisher@flushingschools.org

EXTERNAL CANDIDATES:

All interested candidates must apply online through Applitrack using the following link:

<https://www.applitrack.com/gcaps/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=34653>

APPLICATION DEADLINE:

INTERNAL: Tuesday, June 9, 2026 @ 4:00 p.m.

EXTERNAL: Until Filled

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Compliance Officer
Jason Melynchek, Deputy Superintendent
Flushing Community Schools, 522 N. McKinley Rd., Flushing, MI 48433
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