



Westerville City Schools
Office of Human Resources – Classified Personnel
Notice of Vacancy

The Westerville School System is an Equal-Opportunity Employer. As an equal opportunity employer, it is the policy that no candidate for a position in the District shall be discriminated against on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, or disability.

Job Title:	Technology Clerk – Media Center	Posting Date:	May 9-15, 2023
Job Classification:	Clerk 2	Effective Date:	August 10, 2023
Job Location:	Emerson Elementary & Fouse Elementary. Fouse, Tuesdays & Fridays 8:20 am – 3:50 pm; Emerson, Mondays, Wednesdays & Thursdays 7:05 am – 2:35 pm	FLSA Status:	Union Position
Work Schedule:	9 months, 195 contract days 7 hours daily, 5 days a week.	Hourly Rate:	\$18.81-21.40 per hour
How to apply:	Apply online http://www.wcsoh.org Phone: 614/797-5728		

Summary of Duties

This individual is responsible to the Executive Director of Elementary Curriculum and the Building Principals. The Technology Clerk shall be assigned all aspects of circulation in the Media Center.

Education

Associate of Arts Degree, or completed two years of study at an institution of higher education (48 semester or 72 quarter hours), or pass the Local Para Pro Assessment, or pass the Praxis II Test for Paraprofessionals (ODE condition of employment)
 Minimum of two (2) years' experience where qualifications and responsibilities were comparable
 Student Monitor Permit through ODE

Essential Duties

Media Center

- Opening and closing media center, including booting up and shutting down card catalog computers and work stations each day
- Checking in and out library materials
- Performing clerical tasks related to processing of new books, periodicals, and other materials, such as: making new barcodes, making spine labels, stamping books, adding AR stickers, shelving books and other library materials, printing overdue notices.
- Helping students find books and how to use the library
- Complete school textbook inventory and assist with library inventories
- Scheduling and maintaining A/V equipment
- Maintain shelf order via shelf reading of call letters and call numbers
- Other duties as assigned

Technology

- Maintain library mobile devices and carts
- Helping students with basic computer questions
- Troubleshooting computer issues
- Research web sites for teachers and students, gather website collections for teachers and students
- Other duties as assigned

Knowledge, Skills and Abilities

Demonstrated experience working successfully with children and adults

Experience with computer software used for instructional and educational purposes including MS Office and Google Docs.

Proven competence in English composition, grammar, spelling and punctuation

Special Requirements

N/A

Rev 05/2018

I have reviewed and understand the job requirements of this posting. A copy was given to me for my records.

Name

Date