



626 Phillips
Clawson, MI 48017
248.655.4400
FAX: 248.655.4422

Vacancy INTERNAL/EXTERNAL POSTING

POSTING DATE: November 25, 2024

POSITION: **MEDIA CENTER TECHNICIAN**
Clawson High School
8 hours per day / 40 hours per week
[All teacher days plus 20 additional days]

REQUIRED QUALIFICATIONS:

1. Possess High School Diploma or equivalent; Associates Degree preferred
2. Experience in library technology services preferred
3. Knowledge and experience with Google software platform
4. Demonstrate proficiency in Microsoft Word, Excel, Google Calendar, Google Docs and Google Sheets, and in filing, proofreading, basic math, and/or bookkeeping
5. Have secretarial experience requiring strong organizational skills, excellent spelling and grammar skills, and problem-solving skills
6. Ability to input numerical data and perform calculations
7. Ability to coordinate and process data in a timely and accurate manner
8. Strong writing, verbal, and analytical skills with attention to detail
9. Demonstrate a high degree of initiative with the ability to establish priorities and meet deadlines accurately and precisely
10. Self-directed with the ability to perform job tasks with minimum supervision
11. Ability to recognize problem areas and provide solutions to increase efficiency.
12. Strong interpersonal skills to maintain effective relationships with staff
13. Ability to communicate effectively with parents, students, and staff, and promote positive public relations in the community
14. Ability to maintain confidentiality of information
15. Ability to create and maintain effective record keeping
16. Ability and willingness to learn additional computer software programs as needed for effective office operational functions
17. Have a pleasant, positive, and welcoming personality

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Oversee book checkout, check-in, and inventory using Destiny software system
2. Oversee building copy machines and building printers; schedule repairs/maintenance as needed
3. Responsible for Chromebook cart checkout for teachers
4. Responsible for scheduling of building computer labs
5. Responsible for lamination of materials
6. Responsible for facilities scheduling for third party rental, which includes athletics as well as other non-athletic areas of the buildings
7. Perform additional clerical duties as may be assigned at the Middle School and High School

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

REPORTS TO: Building Principal

START DATE: December 18, 2024

SALARY: In accordance with the Clawson Office and Support Personnel MEA/NEA Contract

APPLICATION PROCESS

INTERNAL Candidates: Qualified INTERNAL applicants, please submit a formal letter of interest via Linda.Gould@clawsonschools.org INTERNAL Deadline: December 2, 2024
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EXTERNAL CANDIDATE APPLICATION PROCEDURE: ▶▶▶

***Please apply through Oakland Human Resources Consortium:**
<https://www.oakland.k12.mi.us/careers>

*Please **DO NOT** mail or bring copies of your application materials to the district or any school office unless specifically requested. The district no longer retains or utilizes paper documents in the initial screening process and unsolicited materials will not be retained.

EXTERNAL APPLICATION DEADLINE: Until filled

Clawson Public Schools is an equal opportunity employer and fully subscribes to the principles of Equal Opportunity. The Civil Rights Act of 1964 and State and Local Laws prohibit discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, transgender status, age, marital status, disability, genetic information, or any other reason prohibited by applicable laws, in its programs, services, activities, or employment practices.
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