

CLASSIFIED
EMPLOYMENT OPPORTUNITY

Calaveras Unified School District
3304 Hwy 12/P.O. Box 788, San Andreas, CA 95249 (209) 754-2300

EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

The following position is available for employment. Anyone interested must complete a classified application form. Application must be received in the **District Office no later than 4:00 p.m. on September 13, 2017.** Application must clearly indicate position of interest and Escape#.

TITLE:	Media Specialist 4.0 hrs.	Posting Date:	8/30/17
SALARY:	Range F	Closing Date:	9/13/17
LOCATION:	Calaveras High School		
WORK YEAR:	180 FTE		
SHIFT TIME:	11:45 a.m. – 3:45 p.m.		
ESCAPE#:	235		

DEFINITION

Under direction of the site administrator to monitor, coordinate library/media/computer technology and systems at the site level. This job class requires continual student, staff and public contact. Persons employed as a Library/Computer/Media Technician must demonstrate a desirable example of professional appearance and presence; also must work positively and cooperatively; and must demonstrate qualities of initiative, dependability, and resourcefulness.

MINIMUM QUALIFICATIONS

Knowledge of: Laws, regulations, and terminology relating to inventory, bookkeeping, and student attendance;
Microcomputers and applications (use, installation, trouble shooting, data base, word processing, networks, software, library systems, Basic job-related Student Information Systems, Excel, Microsoft Outlook);
Inventory practices and procedures;
Policies, rules, and regulation of the district;
Research skills, instructional skills (presentations, classroom management).

Ability to: Maintain cooperative and harmonious relationships with the public, administration, and site staff.
Follow oral and written directions.
Communicate and relate with others in an effective and sensitive manner, both orally and in writing.
Read, write, and speak correct English.
Initiate good conceptual ideas with practical applications.
Display great flexibility to a constantly changing environment.
Work independently.
Type/keyboard 45 wpm.
Pass a physical for this position.

Persons employed to fill classified positions must join the California School Employee's Association (CSEA), Calaveras Chapter #405 as a condition of employment.