

PLEASE POST

EATON RAPIDS PUBLIC SCHOOLS
Eaton Rapids, Michigan

VACANCY NOTICE

INTERNAL/EXTERNAL POSTING

Position: **INSTRUCTIONAL MULTIMEDIA TECHNICIAN**

Building: Lockwood Elementary (1 Position)
Northwestern Elementary (1 Position)

Starting Date: 2010-2011 school year

Rate of Pay: \$11.10 Probationary / \$11.96 Base

Hours: 17 hours per week (Determined by Supervisor)

Qualifications:

1. Associate's Degree (requirement may be waived with equivalent aptitude/experience)
2. General knowledge of computers, Internet research, use of software
3. Excellent clerical skills
4. Ability to work with groups of children
5. Ability to communicate effectively with staff and parents
6. Must possess exceptional oral and written communication skills.
7. Willingness to learn new things.
8. Ability to handle multiple details and projects.
9. Excellent organizational and problem-solving skills

Duties:

1. Manage the building media circulation (books, multimedia), including checkout of materials, shelving of resources, and cataloguing materials
2. Assist students in locating media resources, research strategies, and other related instructional tasks
3. Ensure that students are using media resources and technology equipment appropriately
4. Manage the operation of the computer lab
5. Assist teachers and students in the scheduling and use of media technology including data projectors, computers, video players, cameras, etc.
6. Manage technology service requests – providing help to users, referring more complex issues to the District Technology Department, and monitoring the effectiveness of service performed
7. Utilize the building library automation system
8. Assist instructional staff and students in the use of educational software resources
9. Must be able to perform other related duties as assigned by supervisor

Apply in Writing to: Ms. Diane Binkowski, H.R. Coordinator
912 Greyhound Drive
Eaton Rapids, MI 48827
Phone: 517/663-1155 Fax: 517/663-2236
Email: dbinkowski@erpsk12.org

Application Deadline: July 30, 2010

Date of Posting: July 23, 2010

Authorized Signature: _____
Collin Smith, Chief Financial Officer

In compliance with federal and state equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, sex, color, national origin, age, or disability.