

**DATE:** JULY 17, 2018  
**TO:** ALL QUALIFIED CANDIDATES  
**FROM:** OFFICE OF THE SUPERINTENDENT  
**REF:** ENTRANCE/ LIBRARY CLERK POSITION OPENING  
COLDWATER HIGH SCHOOL

**QUALIFICATIONS:**

- ❖ Able to handle several requests/duties/issues at one time
- ❖ Able to work directly with students and staff all day, every day in a pleasant and productive manner
- ❖ Able to create a welcoming environment in the entrance office
- ❖ Able to communicate with all, students, parents, community members, in a positive manner
- ❖ Computer literate - able to quickly load and use new programs
- ❖ Basic secretarial skills – typing, filing, etc.
- ❖ Good telephone skills – able to manage phone calls, take messages, etc.
- ❖ Familiarity with fax, video, and other technologies
- ❖ Ability to work without supervision; i.e. self-directed in seeing what needs to be done
- ❖ Responsible for book and equipment inventory
- ❖ Responsible for sending broken equipment for repair
- ❖ Responsible for handling fines and refunds
- ❖ Responsible for ordering of basic supplies
- ❖ Responsible for keeping student information updated on circulation computer system

**NOTE:** A CLERK TEST WILL BE ADMINISTERED TO ALL APPLICANTS (unless you have taken and passed the test within the last 3 years)

**HOURS:** 29 HOURS PER WEEK  
MONDAY THRU FRIDAY (while in session)

**SALARY & BENEFITS:** PER COLDWATER EDUCATION SUPPORT PERSONNEL ASSOC. (CESPA) CONTRACT

**DEADLINE TO APPLY:** AUGUST 31, 2018 OR UNTIL POSITION IS FILLED

**EXPECTED DATE OF HIRE:** 2018-19 SCHOOL YEAR- PENDING BOARD APPROVAL

**APPLY TO:** MR. BILL MILNES, PRINCIPAL  
COLDWATER HIGH SCHOOL  
275 N. FREMONT ST  
COLDWATER MI 49036  
E-MAIL: [MILNESWM@CCSCARDS.ORG](mailto:MILNESWM@CCSCARDS.ORG)

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**THIS NOTICE HAS BEEN POSTED LOCALLY & ON THE DISTRICT'S WEBSITE**

The Coldwater Community School District is an equal opportunity employer.  
Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964,  
Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973,  
Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex or handicap