



CITY SCHOOL DISTRICT

# ITHACA CITY SCHOOL DISTRICT

400 Lake Street • Ithaca, New York • 14850

## NOTICE OF VACANCY

**We envision 6000+ Thinkers.** Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

**Our Mission is to engage, educate, and empower.** We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

**Position Title:** Library Clerk 10-Month – 23.1 hours/week

**Brief Description:** Clerical duties necessary for the proper organization and distribution of library materials, under the guidance of School Library Media Specialists. Does related work as required.

**Location:** Cayuga Heights Elementary School

**Anticipated Date:** August 30, 2022

**Posting Dates:** July 29, 2022 through August 12, 2022

### Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.
- Excellent customer service and communication skills with 6-12 grade students and staff. Familiarity with word processing, spreadsheets, Google drive, knowledge of library procedures such as circulation, filing and library classification.
- **Must be eligible for Civil Service appointment as a Library Clerk**

**Salary Range:** \$14.86 per hour in accordance with Collective Bargaining Agreement

**Internal applicants send a letter of interest to:** Office of Human Resources  
Ithaca City School District  
400 Lake Street  
Ithaca, NY 14850  
or email: [mark.vrede@icsd.k12.ny.us](mailto:mark.vrede@icsd.k12.ny.us)

*The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.*

