DISTRICT OFFICE
NOVEMBER 16, 2026

NOTICE OF VACANCY

COPY CLERK SUBSTITUTE

Starting Salary: $18.00/hour

*** PAID TRAINING ***



- Operating and maintaining copy equipment while performing high-speed copying, document reproduction, and scanning.
- Ability to identify unsatisfactory machine output.
- Ability to demonstrate tact and courtesy.

Candidates for this position should send a letter of application to:

Robert Michel
Assistant Superintendent for Human Resources
9625 Main Street
Clarence, NY 14031

or apply on WNYRIC: wnyric.org/wny-school-job

Applications will be accepted through November 25, 2026.

The Clarence Central School District is an equal opportunity employer in compliance with all applicable laws including NYS Human Rights Law, Title IX, Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Law, and section 504 of the Rehabilitation Act. The Clarence Central School District does not discriminate against any person on the basis of age, race, color, creed, national origin, marital status, religion, sex, sexual orientation, military/veteran status or disability.