



**Nicholas Russo**  
**Assistant Superintendent**  
**Human Resources**

# Walled Lake Consolidated Schools

Educational Services Center  
850 Ladd Road, Building D  
Walled Lake, MI 48390  
Phone: 248/956-2030  
Fax: 248/956-2135

**May 24, 2024**

**1.0 FTE Elementary Media Specialist Teacher**  
**Building(s) TBD**  
**2024-25 School Year**

## **REQUIRED QUALIFICATIONS**

- Valid Michigan Teaching Certificate
- Excellent organizational and analytical skills, task oriented, detail oriented and deadline oriented
- Excellent oral and written communication skills
- Demonstrate strong technical skills, software skills: Google Docs/Classroom, Excel, Skyward
- Extensive knowledge and ability to instruct online
- Ability to deliver effective instruction and monitor learning online in a remote teacher setting
- Knowledge of agency supports and services for students with disabilities
- Strong leadership skills: motivating, delegating, reliability, follow-through
- Ability to develop positive rapport with staff, students, parents
- Ability to develop genuine and positive relationships with students
- Ability to facilitate student learning, growth and achievement
- Ability to incorporate research-based best practices for instructional design and delivery
- Possess a superior level of content knowledge for the subject matter
- Knowledge or and/or experience with integrating technology into the learning process
- Ability to maximize technology for effective communication with students, staff and parents
- Ability to build professional and collegial relations with staff and parents
- Ability and desire to adapt, learn and grow as an educator

## **PREFERRED QUALIFICATIONS**

- Library Media (ND) K-12 endorsement
- Knowledge of instructional media applications and strategies
- Knowledge of instructional technology resources
- Knowledge and experience in coordinating inventory and management of a comprehensive media center

## **JOB DUTIES AND RESPONSIBILITIES**

- Work closely with the Information Systems team
- Help staff members to troubleshoot technology issues
- Facilitate professional learning for staff with technology resources
- Work collaboratively with other Media Specialists

In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Walled Lake Consolidated School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, political belief, military service or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact the District Compliance Officer Nicholas Russo, Assistant Superintendent, Human Resources, 850 Ladd Rd., Bldg. D., Walled Lake, MI 48390, phone (248) 956-2023.



*Every Child, Every Day!*

- Work cooperatively with parent community and recruit needed volunteers and help when needed
- Continue to update library book collection
- Responsible for taking a needs assessment of library collection and ordering appropriately
- Help teach and train students and staff on Chrome Book use and GOOGLE applications

**ESSENTIAL FUNCTIONS OF THE JOB**

- Must be present at the work site to perform duties
- Must be able to manage stressful situations
- Must be able to lead and control groups of people and individuals
- Must be able to communicate effectively
- Must be able to build and maintain a safe environment
- Must be able to meet the physical demands of the job including but not limited to: walking, kneeling, sitting on the floor, rising from the floor, bending, and lifting at least 20 pounds

The Essential Functions here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.

Salary commensurate with current Master Agreement and within the parameters of current budgetary constraints.

Please submit resume, transcripts, certificates and references through Oakland Human Resources Consortium. We will not accept any faxed or mailed applications/resumes. Everyone *except* current WLEA bargaining unit members must apply through the Oakland Human Resources Consortium.

Please contact Anna Mansor with any questions or to provide your letter of intent.

Current WLEA bargaining unit applicants must apply in writing to the Human Resources Department.

**DEADLINE FOR INTERNAL APPLICATIONS: May 28, 2024**

**DEADLINE FOR EXTERNAL APPLICATIONS: Open until filled**

**Interested external candidates should apply online:**

**Oakland Human Resources Consortium**

[www.oakland.k12.mi.us/careers](http://www.oakland.k12.mi.us/careers)

**WLEA members should contact:**

Human Resources – Walled Lake Consolidated Schools

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