



*Our Mission: Inspire Students Today for Their Success Tomorrow*  
2603 Charlton Road, Trenton, MI 48183 / PH. 734.676.8600 FX. 734.676.4851

## **0.5 Media Specialist** **Effective 2024-2025 School Year**

**LOCATION:** Arthurs Middle School  
**REPORTS TO:** Building Principal  
**COMPENSATION:** Salary range starts at \$44,699 based on TEA Collective Agreement  
**BENEFITS:** Medical, Dental and Vision Insurance  
Michigan Public School Retirement Plan  
**POSTING DATES:** March 13, 2024 – Until Filled

*QUALIFICATION REQUIREMENTS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Develop and implement curriculum consistent with District goals and objectives
- Application of instructional best practices in education and media
- Design lessons, select resources and use a variety of instructional methods that engage students and result in high quality learning experiences
- Collaborate with colleagues to enhance Media Center techniques, allocate resources and problem-solve
- Establish and communicate clear objectives/targets for all learning activities
- Differentiate instruction based upon the learning needs and interests of students
- Utilize formative and summative assessments to monitor student progress, make instructional decisions and meet individual educational needs
- Demonstrates knowledge of a full range of technology and works with teachers to implement the use
- Integrate technology to enhance teaching and learning
- Promote the importance of reading and literacy through high quality media publications, programs, promotions, events and activities throughout the school year
- Work collaboratively with staff to include reading promotion that supports the instructional program
- Maintain accurate, current and complete records regarding student achievement, behavior and attendance

- Utilize strong classroom management skills that promotes an environment that is safe and conducive to learning
- Monitor and support students enrolled in virtual courses
- Work collaboratively in a Professional Learning Community to support improved instruction and student learning
- Attend professional meetings, educational workshops and teacher training to maintain and increase professional knowledge and skills
- Other duties as may be assigned by the Building Principal, Assistant Principal and/or Assistant Superintendent of Curriculum
- Regular and predictable attendance

EDUCATION AND EXPERIENCE:

- Must possess and maintain a valid Michigan Department of Education Teaching Certificate with a Library Media (ND) endorsement
- Successful experience as a middle school or high school teacher or student teacher required

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to communicate effectively, both orally and in writing, with all stakeholders
- Ability to develop effective working relationships with students, staff and the school community
- Must possess essential technology skills
- Ability to maintain composure and work effectively under stressful conditions
- For new employees: Complete (at applicant's expense) State-mandated Criminal Background Check

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is occasionally required to remain in a stationary position. The employee will be frequently moving around the Media Center working with students and will also be regularly moving about the building to work with other colleagues. Frequently operates a computer and other technology. The person in this position constantly communicates with students, parents/guardians, colleagues and administration and must be able to exchange accurate information in these situations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with students, staff and the public. At times, the employee may be directly responsible for the safety and well-being of students.

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

EFFECTIVE DATE: August 28, 2024

APPLICATION PROCEDURE:

All applicants must complete an online application. The online application can be accessed from the Wayne RESA website:

<https://www.applitrack.com/resa/OnlineApp/default.aspx?choosedistrict=true&applitrackclient=1165>

Applications will be accepted until the position has been filled.

**If you are selected for an interview, you will be notified via the email included on your application. Depending upon your email settings, the email may be delivered to your Spam folder.**

*The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties may be assigned. Job descriptions are not intended as, and do not create, employment contracts.*

*It is the policy of the Trenton Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability or any other basis prohibited by law, shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program, activity or in employment for which it is responsible. Trenton Public Schools is an Equal Opportunity Employer.*