



Position Title: Library Media Specialist  
Position Location: Belleville High School  
Reports To: Building Principal  
Salary: Minimum \$49,500 (Dependent on Educational Level and Experience)  
Date Posted: June 10, 2024

### **Purpose Statement:**

Plans and establishes media programs, goals, and outcomes in accordance with building curriculum and district and state guidelines.

### **Essential Functions**

- Evaluates, selects, and orders learning resources.
- Delivers media curriculum outcomes to students in partnerships with other teaching staff.
- Assists teachers in the selection of books and other instructional materials, and makes media center materials available to support and enrich the curriculum of the building.
- Informs teachers and other staff members concerning new learning materials the media center acquires.
- Plans and supervises the distribution and storage of all media materials and equipment.
- Arranges for interlibrary loan of materials.
- Works with teachers in planning those assignments likely to lead to extended use of media center resources.
- Helps students to develop habits of independent information access and use so as to develop the skills in the use of instructional materials in relation to learning outcomes.
- Counsels with and gives reading guidance to students who have special reading needs
- Weeds obsolete and work materials from the collections to reflect changing curriculum needs of the building.
- Supervises the operational routines of the media center.
- On an annual basis analyzes the media program to establish new policies and services as necessary and to determine needs to update technology.
- Other duties as assigned.

### **Supervisory Responsibilities**

Supervises students, parent volunteers, and student helpers.

***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.*

## **Education and/or Experience**

Bachelor Degree

## **Certificates, Licenses, Registrations**

Valid Michigan Teaching Certification

Library Media Endorsement (ND), Preferred, but not requires

## **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

## **Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **Other Skills and Abilities**

Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

***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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

## **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate and work is performed indoors.

**Apply: [www.vanburenschools.net](http://www.vanburenschools.net) under Employment Opportunities**

**Application Deadline: June 24, 2024**