

Goodrich Area Schools

Elementary Media Center Specialist

Summary: Goodrich Area Schools is seeking a part-time elementary school Media Center Specialist who is passionate about working with students, staff and families in a collaborative environment with an amazing team of educational professionals.

QUALIFICATIONS AND REQUIREMENTS

- High School diploma or general education degree (GED) required.
- Associates degree preferred.
- Previous experience working in a media center/ educational setting preferred.
- Exceptional organizational skills necessary.
- Must possess desire to develop a School Library / Media program that addresses 21st century skills including STEM activities.
- Able to effectively collaborate and communicate with students, staff, and parents.
- Strong communication skills
- Desire to learn new skills; assume tasks as assigned

ESSENTIAL FUNCTIONS AND REPRESENTATIVE DUTIES

- Collaborate with teaching staff and provide assistance to elementary-age students
- Provide engaging activities to support the function of the library and STREAM lab.
- Check out, shelve, order and keep track of books and materials within the library system

WORK ENVIRONMENT

Work is performed at Elementary level facilities of the district. There is limited exposure to physical risk.

REPORTS TO: Building Principal

TERMS OF EMPLOYMENT: Oaktree Elementary – 4.5 hours. Monday-Friday, school days only.

COMPENSATION: In accordance with the collective bargaining agreement.

TO APPLY: Visit www.goodrichschools.org and click on the Employment Opportunities link under the District Page area. Follow the link to start an Application for employment. **Deadline for Application: ASAP**

Goodrich Area Schools does not discriminate on the bases of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities.