

POSITION: Secondary Library Media Aide
WORK YEAR: 10 Months (183 Days) works teacher calendar

WORK DAY/WEEK: 5 ½ hours per day, Monday through Friday
7:00 AM – 12:30 PM or 9:30 AM – 3:00 PM

QUALIFICATIONS: Employee hired after January 8, 2002 must have met the NCLB Requirements listed below prior to employment with the District. Employees hired before January 8, 2002 must meet the NCLB Requirements listed below by January 8, 2006 to maintain employment with the district.

NCLB Requirements-Paraprofessionals must:

- Possess a high school diploma or GED; and
- Completed two years of study at an institution of higher education; or
- Obtained an Associate’s (or higher) Degree; or
- Meet rigorous standards of quality and be able to demonstrate through a formal State or Local academic assessment*, knowledge of, and the ability to assist in instructing reading, writing, and mathematics

*Note: The academic assessment described above would be fulfilled by taking the currently approved test (Basic Skills Test of the Michigan Test for Teacher Certification) or the proposed Paraprofessional EST Assessment Test developed by the Michigan Department of Education.

PRIMARY FUNCTION:

To provide media services for students, teaching staff, and building-level administration in a helpful, positive, congenial, and flexible manner.

DUTIES AND RESPONSIBILITIES:

1. Perform all library clerical duties assigned.
2. Implement office procedures.
3. Assist in the coordination of the duties involved in the daily operations of the school library media center.
4. Assist in training and supervision of student assistants if implemented.
5. Apply established circulation and storage procedures to all library media hardware and software.
6. Prepare reports, bibliographies, lists and indexes as assigned
7. Demonstrate a positive attitude for public relations by supporting established programs.
8. Participate in, and support training of in-service activities.
9. Assist in the instruction of information retrieval systems and use of the appropriate equipment.
10. Provide students with assistance in reading selection and guidance.
11. Assist in inventory procedures as assigned.
12. Use computers and other technology for circulation, inventory, data processing and information retrieval.
13. Participate in work-related associations and/or activities.
14. Perform other media related duties as assigned or appropriate.

BASE RATE OF PAY:

Per 26M TSSSA Contract (July 1, 2024-June 30, 2027)

2024-2025 \$15.05/hr
 2025-2026 \$15.50/hr
 2026-2027 \$15.97/hr

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED.

APPLICATION PROCEDURE:

You must provide your letter of interest, resume and photographic evidence of meeting the minimal qualifications i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at:

<https://www.tavlorschools.net/page/employment-opportunities>

All materials received relative to this posting become property of the Taylor School District.

NOTICE OF NON-DISCRIMINATION

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