

**PLEASE POST**

**TAYLOR SCHOOL DISTRICT**

Until Filled

**INTERNAL/EXTERNAL**  
**PERSONNEL MEMORANDUM**  
**NOTICE OF VACANCY**

**POSITION:** Media Specialist (Secondary School)

**MINIMUM QUALIFICATIONS:**

1. Certified Media Specialist for Secondary Schools.
2. Must possess a valid Michigan Teaching Certificate with an ND endorsement.

**DESIRED QUALIFICATIONS:**

1. Prior experience teaching.
2. Good communication skills
3. Ability to be creative, flexible and provide nonjudgmental, culturally care for students.
4. Competent in all operations of the media center.

**DUTIES AND RESPONSIBILITIES:**

1. Assess and analyze specific tutorial services needed.
2. Encourage and motivate students to participate.
3. Teach internet skills, computer skills and research techniques.
4. Fully responsible for the collection of printed and electronic materials including editing and building of collection.
5. Responsible for student chromebook distribution and collection.
6. Collect data necessary to evaluate the success of the program.
7. Follow all district printed and electronic policies for collection development.

**BASE RATE OF PAY:**

Per TFT Contract [\$47,486.00 - \$97,568.00] years of experience will be taken into consideration.

**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://taylorschooldistrictmi.sites.thrillshare.com/page/employment-opportunities>

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

**DEADLINE FOR RECEIVING APPLICATIONS IS UNTIL FILLED.**

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

**NOTICE OF NON-DISCRIMINATION**

The Taylor School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.