

## **1.0 Media Specialist**

- LOCATION:** [0.6 Franklin Middle School/0.4 Adams Middle School](#)
- REPORTS TO:** Building Administrator
- COMPENSATION:** Range starts at \$53,915 based on [W-WEA Collective Agreement](#)
- BENEFITS:** Medical, Vision & Dental Insurance  
Michigan Public School Retirement Plan  
Sick Day Buy Back Incentive
- POSTING DATES:** Until filled

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

*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.*

- Application of instructional best practices in education and media
- Collaborate with colleagues to enhance media center techniques, allocate resources, and problem-solve
- Use available technology to assist all students in using that technology to learn and be successful
- Demonstrates knowledge of a full range of technologies and works with teachers to implement their use
- Consistently include information literacy when working with visiting classrooms and/or students in the library
- Promote the importance of reading and literacy through high quality media publications, programs, promotions, events and activities throughout the school year
- Initiates and provides outstanding reader advisory services to staff and students through a variety of means
- Work collaboratively with staff members to include reading promotion that supports the instructional program
- Take an active role in District and school initiatives such as school improvement team, professional learning communities, PBS, curriculum committee, etc.

- Incorporate State content expectations in all lessons
- Follow District curriculum
- Use student data to maximize student mastery of learning goals and objectives
- Maintain appropriate records
- Maintain instructional area, supplies, equipment and facilities
- Participate in special instructional activities to meet program and student goals
- Serve as mentor for the Michigan Virtual classes
- Maintain confidentiality
- Regular and predictable attendance

EDUCATION AND/OR EXPERIENCE:

- Must meet the definition of Highly Qualified
- Must possess a valid Michigan Department of Education Teaching Certificate with a Library Media (ND) endorsement

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be eligible to work in the United States
- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and software

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 to assist students and staff and will also be occasionally moving about the building to work with other colleagues in classrooms. Frequently operates a computer and other technology in the media center. The person in this position constantly communicates with students, parents, 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 occasionally with the public. At times, the employee may be directly responsible for the safety and well-being of students.

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TERMS AND CONDITIONS OF EMPLOYMENT:

Compensation, length of the workday, and the number of workdays is based on the W-WEA collective bargaining agreement.

EVALUATION:

Job performance is evaluated in accordance with District guidelines.

APPLICATION PROCEDURE:

Apply on line at <https://www.wwcsd.net> or come to the Human Resources Department to access the online application system.

*The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.*