



Public Schools of Petoskey

NOTICE OF POSITION OPENING

ELEMENTARY MEDIA AIDE			
Date Posted	August 10, 2023	Application Deadline	August 22, 2023 or Open Until Filled
Primary Function	Assist and support students and teachers to retrieve information and maintain technology resources.		
General Summary	Final candidate will be responsible for promoting and preserving educational resources, effective communication with students and adults, and expanding literacy skills and services. This position requires multi-tasking skills and strong computer, audiovisual, technology, and inventory management competencies. An Associate’s Degree or media center (educational technology) experience preferred. Alternatives to the above qualifications may arise as the Board of Education deems appropriate.		
Preferred Qualifications	❖ Minimum of an Associate’s Degree, or 60 hours from an approved college, preferred		
Hours/Pay	Third party contracted position; 7 hours/day; starting pay \$14.50/hour with annual step increases; paid leave days		
Responsibilities	Please see attached job description.		
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.		
Notice of Non-discrimination			
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.			



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POSITION: Media Aide

QUALIFICATIONS:

1. Enthusiasm to promote information resources to teachers and students.
2. Warm, personal skills with students and teachers.
3. Knowledge and interest in children's literature.
4. Demonstrated ability in use of computers.
5. Willingness to learn new skills.
6. Enthusiasm to actively find ways to assist teaching staff.
7. Associate's Degree or library/media center experience preferred.
8. Such alternatives to the above qualifications as the Board of Education deems appropriate.

REPORTS TO:

Building Principal (immediate supervisor) and Director of Technology

PERFORMANCE RESPONSIBILITIES:

1. Coordinates usage of media center facilities and building technology with the principal and teachers.
2. Provides support in information retrieval and usage of technology.
3. Repairs or coordinates repairs of information resources including books, audio visual equipment and computer technology.
4. Maintains electronic card catalog with circulation of books, magazines and equipment.
5. Maintains an electronic schedule for usage of media center facilities.
6. Performs other related duties, which may be assigned by school principal, and/or Technology Director.

OTHER INFORMATION:

This is a non-tenured, paraprofessional position that provides supplemental support to special education students in special education and general education classrooms.

Candidate must pass all required state and federal background checks.

TERMS OF EMPLOYMENT:

School year to a maximum of 182 days.

Days and hours are established annually (as needed and determined by the level and availability of supplementary funding received).

PROBATIONARY PERIOD:

Forty-five(45) working days

EVALUATION:

Performance expectations are appraised during the probationary period and annually in accordance with the policy of the Board of Education regarding support (non-certified) staff personnel.

Updated: 8.2024