



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

INTERNAL / EXTERNAL CERTIFIED POSTING

In accordance with Article XI, Section B-21 of the Master Agreement, the following position is hereby posted:

DATE: October 17, 2011

POSITION: PART-TIME ELEMENTARY MEDIA CENTER / TECHNOLOGY TEACHER –
Amerman Elementary

EXPECTED START DATE: Immediately

MINIMUM QUALIFICATIONS:

- Must meet Michigan requirements for “highly qualified”
- Must have K-12 Library Media Certification (ND)
- Knowledge of the functions and efficient operations of a school Media Center
- Enthusiasm for Media Center and Technology instruction
- Experience with a variety of technology applications
- Ability to provide basic technology instruction to elementary students
- Excellent organizational and communication skills.
- Strong interpersonal communication skills.

PREFERRED QUALIFICATIONS:

- Experience working with elementary students and staff
- Experience directing or facilitating a school Media Center
- Experience supporting and enhancing content area concepts into Media / technology instruction

RESPONSIBILITIES:

- Provide integrated technology instruction in collaboration with teachers to equip students with information and technology literacy; assists students and staff in identifying appropriate resources for achievement of student learning goals.
- Providing training for staff in the use of print and electronic reference tools and information literacy processes.
- Reinforcing strategy-based reading instruction to help students make meaning from text; supports students’ interaction with a variety of genre as reflected in state reading and writing curriculum.
- Promoting student and staff reading for information and pleasure; maintains a library culture that encourages appreciation of literature; supports school reading incentive programs.
- Developing and maintaining a diversified library collection of print, non-print, and electronic resources to support curricular needs, the development of student literacy, and the interests of students.
- Training and partnering with library support staff to implement the library program; oversees management of equipment, materials and facilities; manages the annual budget needs, accesses state procedures and tools for circulation, cataloging and processing.
- Serving as a curriculum leader on school teams and works on special projects as assigned.
- Participating in continuing education programs for professional growth including inservice courses and meetings as required.
- Serving as a member of the library team of the school; performs related duties consistent with the scope and intent of the position as assigned.
- Coordinating the work of library support staff.
- Interacting daily with students, parents, teachers, administrators, and other staff.
- Moving, lifting, and storing of materials and equipment is required.
- Partnering with other staff to design and implement effective instruction; classroom management skills.

- Using automated library systems for collection, maintenance, purchasing, cataloging and inventory.
- Establishing and maintaining effective working relationships with students, parents, other school employees.
- Maintaining accurate records and reports.
- Communicate professionally with students, staff and parents.

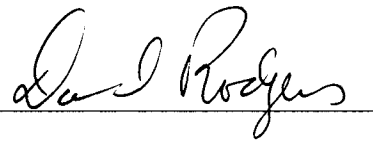
METHOD OF APPLICATION:

Interested applicants should send their letter of intent, resume, transcripts (graduate and undergraduate), copies of your MTTC Test, letters of recommendations, and District application to:

Northville Public School District
Mr. Dave Rodgers, Dir. of Human Resources
501 West Main Street
Northville, Michigan 48167

APPLICATION DEADLINE: October 28, 2011 by 12:00 p.m.

Posting Authorized: 10-17-11 by Dave Rodgers, Director of Human Resources



NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.