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*BEDFORD PUBLIC SCHOOLS
TEMPERANCE, MICHIGAN*

NOTICE OF VACANCY

POSITION: **K-12 Media Director, 1.0 FTE**

REPORTS TO: Assistant Superintendent for Curriculum and Student Services

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library and Information Science with K-12 Library/Media, and Technology Endorsement (ND--Library Media) or ability to qualify.
2. Valid Michigan Teacher Certification (K-12) in applied areas or ability to qualify.
3. Three (3) years of successful teaching experience or equivalent.
4. Evidence of successful educational leadership abilities.
5. Evidence of ability to work successfully and develop positive working relationships with groups of parents, teachers, students, staff, and others in the school community.
6. Demonstrated use of written and verbal communication skills.
7. Possess excellent organizational skills
8. Ability to perform duties with awareness of all District requirements and Board of Education policies.
9. High moral character, integrity, and strong interpersonal communication skills.
10. Demonstrated evidence of positive public relations skills.
11. Such alternatives to the above qualifications as the Board may find acceptable and appropriate.

PREFERRED QUALIFICATIONS:

1. Proven experience working with parent groups (classroom volunteers, PTA, etc.)
2. Familiarity with Google Apps for Education
3. Familiarity with Follett Destiny Library Circulation System

PRIMARY FUNCTION:

Manage the media collections and associated content of the buildings to ensure maximum learner utilization. Generate and curate pertinent communications about media resources to create and maintain awareness of and feedback about resources and services that are in alignment with the essential curricular learning standards. To start, target instruction and professional collaboration at the K-5 level, with additional, targeted support at the secondary level (6-12) as needed. Supervise and train the Media Secretaries.

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PRIMARY JOB DUTIES:

1. Oversee the selection process for library purchases.
2. Supervise and evaluate the media secretaries.
3. Build relevant, current, print and digital collections that support the K-12 curriculum.
4. Oversee the district and building library and media budgets.
5. Plan and conduct targeted, appropriate professional learning and student learning activities.
6. Recommend and monitor Board of Education policies regarding library media technology.
7. Oversee the plan for maintenance, repair, and replacement of library media equipment and materials.
8. Assist in the selection, scheduling, and orientation of all volunteers.
9. Manage the library automation software.
10. Create and maintain policies and procedures for successful Media Center usage by faculty and students.
11. Facilitate access and training to all Media Center patrons in the use of available resources.
12. Help targeted students to develop habits of independent information evaluation, access, and retrieval to apply to their essential learning targets.
13. Conduct other duties as assigned by the Building Principal, Assistant Superintendent for Curriculum and Student Services or designee. (Examples: "One Book, One District", Reading Nights, Participate in District Technology Team)
14. Attend monthly Technology Committee meetings and provide a monthly report
15. Regular, reliable and punctual attendance is an essential function of the job.

TERMS OF EMPLOYMENT: Individual Contract. Non-affiliated 11 month position. Competitive benefits.

SALARY RANGE: \$60,000.00

ONLY THOSE CANDIDATES WHICH PROVIDE THE REQUESTED INFORMATION WILL BE CONSIDERED

APPLICATION PROCEDURE:

- Provide a letter of interest or email and a current resume or other indicating employment history;
- Please include a current address and telephone number(s) where you can be reached;
- Letters of interest received from applicants after the deadline will not be considered;
- All materials received relative to this posting become property of Bedford Public Schools;
- Internal applicants are equally responsible for providing all requested information. The Bedford Public Schools will not retrieve or copy information from your official personnel file. It is the applicant's sole responsibility. If necessary the employee should make the needed arrangements in order to review their personnel file and obtain any copies to include with their application materials; and
- **External Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of diplomas, educational transcripts, certifications and licensure via AppliTrack at : <https://www.applitrack.com/monroecounty/onlineapp/>
- **Internal Candidates:** with your letter of interest you must provide photographic evidence of meeting the minimal qualifications, i.e. copies of college and continuing educational transcripts, certifications and licensure to:

Bedford Public Schools
Office of Human Resources and Labor Relations

K-12 Media Director - District

1623 W. Sterns Road
Temperance, MI 48182

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NONDISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, it is the policy of the Bedford Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries should be addressed to:

**Bedford Public Schools
Office of Human Resources and Labor Relations
1623 W. Sterns Road
Temperance, MI 48182
(734) 850-6000**

This job will remain posted until filled.

Electronically approved by Howard D. Schwager

Howard D. Schwager, Executive Director
Human Resources/Labor Relations

4/16/2018