



PLYMOUTH-CANTON
COMMUNITY SCHOOLS
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PLEASE GIVE THE APPROPRIATE PUBLICITY TO THE FOLLOWING VACANCY

POSITION: **Media Specialist**

LOCATION: **Pioneer Middle School**

Plymouth-Canton is seeking to employ culturally responsive teachers who will be able to support and sustain equity-focused instruction for all learners. These educators create high achieving learning environments. They identify and systematically apply differentiated instruction and assessment that improves achievement for all learners from all racial groups.

QUALIFICATIONS:

1. Applicant must possess a valid Michigan teaching certificate with the Library Media (ND) endorsement.

DUTIES & RESPONSIBILITIES:

1. Develops a thorough knowledge of subject area and grade level curricula, and promotes competency in information literacy across the curriculum.
2. Collaborates with teachers and staff to integrate information literacy competencies throughout the teaching and learning process.
3. Promotes a life-long relationship with reading utilizing relationships with the local library, author visits, book talks and book fairs.
4. Responsible for the administration of the total library media program and will work directly with students and staff to carry out the mission of our library media program in supporting students in becoming college and career ready.
5. Maintains a collection that is culturally diverse in format and content to support the learning needs of students.
6. Recommends, creates, implements, and evaluates resources and activities for teachers in various formats to meet students' learning needs.
7. Provides leadership and expertise in the selection, acquisition, evaluation, and organization of information resources and technologies in all formats, as well as expertise in the ethical use of information.
8. Provides strategies for students and teachers to analyze appropriate resources for research.
9. Manages and maintains instructional technology resources, including iPads, Chromebooks and Media Center technology.
10. Performs other duties as assigned.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Certificated Personnel.

BEGINNING DATE: 2021/22 School year

SALARY: **Beginning step of the applicable salary schedule.**
Bachelors degree step one - \$40,000
Masters degree step one - \$43,954

METHOD OF APPLICATION: Two Step Process

Step 1 - Complete the online application: <https://hr.applicantcentral.com/pccs>

Click on NEW ACCOUNT to begin application.

Complete the entire online application including the Teacher Supplemental section, and upload the following documents in the File Upload section:

- **Resume**
- **Cover Letter (attach in resume section). Address cover letter to Dr. Liz Vartanian-Gibbs, Assistant Superintendent of Human Resources and Labor Relations**
- **Two Letters of recommendation**
- **Copies of official transcripts for all degrees earned**
- **Copy of valid Michigan teaching certificate**

Please note that documents uploaded to your online application will need to be one of the following file formats: .jpg, .tif, .doc, .pdf, or .gif. Files should be no larger than 8.5" x 11" scanned in black and white or 256 grayscale. Because all required documents are attached to the online application, it is not necessary to submit paperwork to our office.

Step 2 - Apply for the position From the main page of the your online application in the 'Available Jobs' section, find the job code for the position you are interested in and click 'APPLY' on the left-hand side of the page. The job will then appear at the top of the page in the 'Jobs You Have Applied For' section.

OTHER:

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant. Cost for fingerprinting is approximately \$70.00.

DEADLINE FOR APPLICATION: Wednesday, May 26, 2021 – 4:00 p.m.

Dr. Liz Vartanian-Gibbs
Assistant Superintendent of Human Resources

Questions, contact Jamie Senkbeil
Employment Coordinator/Human Resources
734-416-4836, jamie.senkbeil@pccsk12.com

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