



**District Office**  
 501 West Sickels Street  
 St. Johns, MI 48879  
 Telephone: 989.227.4050  
 Fax: 989.227.4099  
 www.sjredwings.org

**JOB POSTING FOR 2023-2024 SCHOOL YEAR**

<b>TITLE:</b> Media Center SSP	<b>FLSA:</b> Non-Exempt
<b>REPORTS TO:</b> Building Principal	<b>POSTED:</b> May 22, 2023
<b>SALARY:</b> Instructional Support SSP - Commensurate with Contract - \$12.80 per hour starting pay	<b>NUMBER OF DAYS:</b> School Year Position, 2-3 days per week, following the rotating building library schedule; 7 hrs per work day
<b>LOCATION:</b> Riley Elementary School	

**POSITION SUMMARY**

The Media Center SSP is responsible for the media center, providing library curriculum instruction to each classroom, shelving books and checking books in and out of the media center.

**DUTIES AND RESPONSIBILITIES**

*These duties and responsibilities are judged to be “essential functions” in terms of the Americans With Disabilities Act (ADA). The statements below are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

- Deliver elementary library curriculum instruction to students in 50 minute grade level sessions.
- Administer online reading programs and technology lessons using online resources.
- Organize the library in an effective, efficient manner.
- Assist students, staff and families in the selection and use of the library materials.
- Encourage and foster within students an appreciation for books and reading through such activities as library read-aloud time, creative book displays, etc.
- Promote a respectful environment by modeling and encouraging respectful behavior among students.
- Supervise students in the library media center.
- Assist in developing orders of new materials for the library media center.
- Assist with processing and cataloging new materials for the library media center.
- Complete circulation and re-shelving of resources.
- Assist the teaching staff in preparing for instruction by collecting appropriate resources.
- Responsible for scheduling, planning and efficiently running school-wide book fairs.
- Promote ethical use of information and technology through respect for intellectual property and compliance with appropriate laws and copyright guidelines.

***Together, we succeed.***

- Work under the direction of professional staff.
- Anticipate situations that may be stressful for the students.
- Ability to appropriately redirect students' attention and address behaviors.
- Willingness to participate in ongoing training.
- Provide any assistance required to create a successful, positive school day for students.
- Record student data as directed.
- Responsible for student safety.
- Complete all clerical duties requested by building principal and/or staff members.
- Administer First Aid as needed.
- Relate in a positive manner to students, staff and parents.
- Carry out requests or directives from the building principal to facilitate the successful operation of a program.
- Be flexible to changing schedules and duties throughout the school year.
- Complete all required paperwork as directed.
- Perform other duties as assigned by the Superintendent or designated representatives.

## **RECOMMENDED EMPLOYMENT QUALIFICATIONS**

### **EDUCATION:**

- Must have a high school diploma or its recognized equivalent.

### **EXPERIENCE:**

- CPI training - *preferred*.
- Previous successful library experience - *preferred*.
- Worked, volunteered and/or interned successfully in a school setting in the last five years - *preferred*.

### **OTHER KNOWLEDGE, SKILLS AND ABILITIES:**

*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, skills and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Ability to work effectively with administrators, colleagues, central office and school based staff, students, parents and community.
- Ability to maintain confidentiality.
- Satisfy all health requirements required by school law.
- Understanding of English: good oral and written language skills.
- Knowledgeable of basic First Aid procedure.
- Good organizational skills and time management skills.
- Flexibility that will allow carrying out requests or directives from the building principal to facilitate the successful operation of a program.
- Ability to meet additional requirements specified by individual teachers, as the result of unique classroom needs.

***Together, we succeed.***

- Ability to be patient, be motivated and self-directed.
- Must have good interpersonal skills, a positive attitude, pleasant telephone etiquette and excellent work habits.
- Ability to establish warm supportive relationships with the children, recognize illness symptoms, accept and profit from supervision and constructive criticism, develop and maintain working relationships with parents and staff, and thrive in a team-oriented environment.
- Experience with using technology, including iPads, laptops, etc.

*The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk, stand, move quickly and lift up to twenty (20) pounds. Ability to move around the classroom including stooping, bending, standing for extended periods and moving heavy objects. Crisis intervention may require participating in physical restraints. Specific vision abilities required by this job include close vision, color vision and depth perception. While performing the duties of the job the employee will be required to work outdoors part of each day.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment usually varies. Work is performed indoors and outdoors during the school year.

If interested in this position, please apply through [Fast Track](#).  
A completed online application is required for all applicants.  
This position will be posted until May 26, 2023, or until filled.

*It is the policy of St. Johns Public Schools that no person or applicant shall be discriminated against based on any protected class, be excluded from participation in, or be denied the benefits of any program or activity and in employment.*

***Together, we succeed.***