



# Montabella Community Schools

1390 E. North County Line Road Blanchard, MI 49310

## JOB POSTING

Position:	Library Media Supervisor
Location:	Montabella JrSr High, Montabella Community Schools
Posting Date:	July 18, 2024
Anticipated Start Date:	August 20, 2024
Salary:	As per Master Agreement
Desired Qualifications:	<ul style="list-style-type: none"><li>• High school diploma</li><li>• Computer Literacy</li><li>• Experience in service employment.</li><li>• Experience in school library media services preferred</li></ul>
Job Goal:	To provide library media services for students, teaching staff, and building-level administration in a helpful, positive, congenial, flexible manner following policies and procedures established by the Board of Education.
Performance Responsibilities:	<ul style="list-style-type: none"><li>• Establish a system to accurately maintain the records and perform the daily activities required in a media center with minimum direct assistance from the principals of the building.</li><li>• Determine and perform the day-to-day tasks that must be accomplished to keep the library media center functioning properly.</li><li>• Provide an academic atmosphere for students to complete assessments, as needed.</li><li>• Perform all clerical duties as assigned.</li><li>• Implement all procedures and policies established.</li><li>• Encourage staff and student use of the library media center materials, equipment, and technologies.</li><li>• Apply established circulation and storage procedures to all library media hardware and software.</li><li>• Ready materials and equipment for use.</li><li>• Assist in the instruction of information retrieval systems, use of appropriate equipment, and the use of media.</li><li>• Assist students in selecting reading materials appropriate to their reading levels.</li><li>• Follow established procedures for inventory control.</li></ul>
Method of Application:	Interested applicants should apply online at <a href="http://www.applitrack.com/maisd/onlineapp/">http://www.applitrack.com/maisd/onlineapp/</a>
Contact:	Shane Riley, Montabella JrSr Principal (989) 427-5175-sriley@montabella.com
Deadline:	August 1

### Notice of Nondiscrimination

The Montabella Community School District does not discriminate on the basis of race, color, national origin, gender, age, marital status, height, weight, religion, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent, Montabella Community Schools, 1390 N County Line Rd, Blanchard, Michigan 49310 (989) 427-5148.