



CHELSEA
SCHOOL DISTRICT

Internal/External Posting
2020-2021 School Year

Position: 1.0 FTE Media Clerk
Location: North Creek Elementary
Starting salary: \$14,720/year
Hours Per Day: 8 hours per day - 182 days per year
Benefits commensurate with other full time staff members

Qualifications & Requirements:

- Experience successfully managing a class of elementary students.
- Knowledgeable about early literacy development and ways to motivate young readers.
- Passionate about both fiction and nonfiction literature appropriate for early elementary.
- Knowledge of reading levels and “just right books” for early elementary.
- Ability to develop and maintain positive relationships with students and staff.
- Proficient use of google applications (drive, docs, sheets, etc).
- Ability to problem solve and multitask effectively in stressful situations.
- Highly organized and flexible team member.
- Perform other duties as assigned by the administrator.
- Ability to work independently and maximize the use of time in a way that supports teaching and learning in our school.
- Understanding of the purpose and possibilities of Maker Space.
- Strong attendance, punctuality and reliability.

The complete job description is attached.

Apply by logging on to www.applitrack.com/WISD/onlineapp . Follow directions as provided on that website.

Inquiries should be addressed to:

Marcus Kaemming
Assistant Superintendent of Human Resources
Email: mkaemming@chelsea.k12.mi.us
Date of Posting: December 14, 2020
Application deadline: December 28, 2020, at 3:00 PM

CHELSEA SCHOOL DISTRICT

Job Description

TITLE: Media Clerk

REPORTS TO: Principal

Job Responsibilities:

1. Perform and/or coordinate all organizational/support duties in the media center as assigned by the principal.
2. Organize, process, collect, transfer, distribute grade level (and departmental) curriculum materials.
3. Supervise student and staff use of the common media center space, materials and equipment.
4. Collaborate with teaching staff to select and purchase both leveled text and picture books that represent and promote an appreciation of diversity, equity, inclusion and belonging.
5. Collaborate with other staff members who need to use the common media center space and/or equipment, including the Maker Space.
6. Plan and demonstrate book blessings to expose students to new/different books in our collection.
7. Participate in professional development activities when applicable.
8. Design, create and alternate displays in the media center with the purpose of creating a warm and inviting common space that will motivate our young readers and support student learning.
9. Support teaching staff by collaborating with grade level teams and gathering materials for them to use to support teaching and learning in their classrooms.
10. Provide information to promote the materials we have in our media center for parents and/or the community.
11. Write grants to support the purchase of materials to enhance teaching and learning when needed.
12. Work independently with the goal of maximizing time to support the teaching and learning of literacy in our school.
13. Demonstrate a love of early literacy by reading aloud to students, providing time for them to explore and choose materials to borrow.
14. Troubleshoot and perform equipment repairs.
15. Coordinate and manage Book Fairs with the goal of providing resources for our families and raising money to purchase materials for our school.
16. Collaborate with grade level teams to plan for, stock, organize and coordinate the use of our Maker Space.