

**BLISSFIELD COMMUNITY SCHOOLS**  
**NOTICE OF POSITION VACANCY**

POSTING DATE: July 10, 2024

POSITION(S) AVAILABLE: Middle School Media Center Aide (Starting 2024-2025 school year)

APPLICATION DEADLINE: Until Filled

**Qualifications:**

- Minimally – two years of post-secondary training (teacher certification is desired)
- Ability to utilize technology in the workplace
- Ability to operate and troubleshoot computers and other media center equipment
- Good public relations skills
- Good communication, positive attitude, organization and problem solving skills

**Performance Responsibilities:**

- Overseeing student technology repairs by collecting devices and reporting work orders to the technology department
- Remain current with student reading trends to order high interest novels, periodicals and web subscriptions
- Work with teachers to support their curriculum through media center purchasing
- Research and order new materials for the media center & teaching staff
- Generate and maintain a balanced budget to buy multiple media
- Maintain media center and troubleshoot all equipment stored there
- Work directly with students who need additional academic support
- Support Academic Lunch
- Network with other media center personnel around the county and state
- Communicate daily with parents, students, and other schools / government entities
- Any other tasks as assigned by the administration or direct supervisor

**Terms of Employment:**

6 <sup>3</sup>/<sub>4</sub> hours per day for 180 days- hours TBD, includes <sup>1</sup>/<sub>2</sub> hour unpaid lunch

**Application Procedure**

Applicant should provide a letter of interest, resume, collegiate transcripts, certifications and three letters of recommendation via email to:

Laura Denkins, Principal  
[ldenkings@blissfieldschools.us](mailto:ldenkings@blissfieldschools.us)

**Blissfield Community Schools** has a total enrollment of approximately 1250 students. The middle school has 20 faculty members and an enrollment of approximately 275 students. Blissfield is located 30 minutes northwest of Toledo, Ohio and 20 minutes southeast of Adrian, Michigan.