



Human Resources Vacancy Announcement

{INTERNAL/EXTERNAL OPPORTUNITY}

Job Title:	Librarian	Reports To:	Building Principal
Location:	Pontiac High School Pontiac Middle School	Compensation:	Per PEA Master Agreement
Length of Contract:	185 Days	Date of Posting:	12/11/2024
Start Date:	Upon hire	FSLA Status:	Exempt
Equal Opportunity Employment Statement:	City of Pontiac School District is an Equal Opportunity Employer. Position is subject to City of Pontiac School District policy, rules, and regulations An Equal Opportunity/Affirmative Action Employer It is the policy of the School District of the City of Pontiac that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further the School District of the City of Pontiac Board of Education strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination. The following individuals have been designated to handle inquiries regarding nondiscrimination policies: Title II, Title VI & Title IX Coordinators: Darryl Segars 248-451-6802; Section 504 Coordinator: Yvette Williams,248-451-6825. All complaints may be addressed to 47200 Woodward Ave, Pontiac, MI 48342.		
Internal Posting URL:	https://www.applitrack.com/oaklandschools/onlineapp/jobpostings/view.asp?district=46168		
Application Process:	Complete application procedure with Oakland Human Resources Consortium (OHRC): https://www.applitrack.com/oaklandschools/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=10496		
Job Description			
Supervise and manage the school library/media center. Provide services and resources that allow students to develop skills in locating, evaluating, synthesizing, and using information to solve problems. Serve as teacher, materials expert, and curriculum adviser to ensure that the library/media center is involved in instructional programs of the school.			
Qualifications			
<ul style="list-style-type: none">● Bachelor’s degree from accredited college or university● Valid Michigan Librarian certification; (ND) endorsement● Previous experience as a librarian (public school setting is preferred)● Knowledge of library science● Ability to instruct and manage student behavior Strong organizational, communication, and interpersonal skills			



Clearances, Licenses or Certifications
<ul style="list-style-type: none">• Criminal background check• Drug screen
Essential Duties and Responsibilities
<ul style="list-style-type: none">• Provide group instruction and individual guidance to students to help them locate resources and use research techniques.• Consult teachers on appropriate use of materials and help them schedule materials for classroom instruction.• Serve as information resource for users of library/media center materials and provide staff development opportunities for teachers on the availability and use of campus and district learning resources.• Effectively plan school library program to meet identified needs.• Assist in preparation of bibliographies and curriculum guides.• Manage acquisitions, processing, organizing, distribution, maintenance, and inventory of resources.• Coordinate development and maintenance of community resource file.• Maintain schedules for instructional television programs and encourage use of video programs for educational purposes.• Create a library/media center environment that is conducive to learning and appropriate to the maturity level and interests of students.• Use appropriate and effective techniques to encourage community and parent involvement.• Interact with students to promote positive attitudes toward school library.• Compile, budget and cost estimates based on documented program needs.• Compile, maintain, and file all physical and computerized reports, records, and other documents required.• Comply with federal and state laws, State Board of Education rule, and board policy in the library/media services area. Comply with all district and campus routines and regulations.• Develop and coordinate a continuing evaluation of the library/media center program and make changes based on the findings.• Maintain a positive and effective relationship with supervisors.• Communicate effectively with colleagues, students, and parents.• Other duties as assigned
Other Duties



- Organizational Support – Follow policies and procedures; complete tasks correctly and on time; supports organization's goals and values; support affirmative action and respect diversity.
- Attendance/Punctuality – Is consistently at work and on time; arrive at meetings and appointments on time.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Language Skills – Ability to read, analyze, and interpret written materials. Ability to write reports, and correspondence. Ability to effectively present information and respond to questions.
- Mathematical Skills – Ability to calculate figures and amounts. Ability to do basic bookkeeping.
- Reasoning Ability – Ability to solve and deal with practical problems. Ability to interpret written and oral instructions. Ability to remain flexible and to cope with numerous interruptions.
- Computer Skills - To perform this job successfully, an individual should have knowledge of accounting software; database software; human resource systems; internet software; purchasing processing systems; payroll systems; spreadsheet software and word processing software.
- 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.



Knowledge, Skills, Abilities					
<ul style="list-style-type: none">● Interpersonal/communication skills● Ability to multi-task● Ability to work with minimal supervision● Leadership/supervisory skills● Team player● Creativity● Self-starter● Flexibility● Attention to detail			<ul style="list-style-type: none">● Ability to manage work pressures (e.g. deadlines)● Ability to work with distractions● Ability to work under pressure● Ability to meet deadlines● Problem-solving● Organizational skills● Research skills● Presentation skills● Ability to maintain confidentiality		
Communication Skills					
<ul style="list-style-type: none">● Must be able to work with multiple groups and leaders within the District					
Physical Activities/Requirements					
<ul style="list-style-type: none">● While performing the duties of this job, the employee is regularly required to sit and talk or hear.● The employee is frequently required to use hands to finger, handle, or feel.● The employee is occasionally required to stand, walk, reach with hands and arms and stoop, kneel.● The employee must occasionally lift and/or move up to 10 pounds.● Specific vision ability required by this job includes close vision, distance vision, peripheral vision and ability to adjust focus.					
Approved By:	Interim Superintendent of Human Resources	Name:	Ashley Smith	Date:	12/11/2024
Last Updated By:	Talent Acquisition Coordinator	Name:	Ja’Lena Powell	Date:	12/11/2024