

K-5 Summer Literacy Bus Staff (10 positions)

- LOCATION:** Variety of locations
- REPORTS TO:** K-5 Summer Literacy Bus Coordinator
- COMPENSATION:** The hourly pay rate is based on the [WWEA Collective Agreement](#)
- POSTING DATES:** April 11, 2025 – April 17, 2025 by 3:00 P.M.

Wayne-Westland Community Schools is located in the metropolitan Detroit area, between Ann Arbor and Detroit. Our staff provides the very best educational opportunities for approx. 10,000 students from Westland, Wayne, Canton, Livonia, Garden City, Dearborn Heights, Inkster, and Romulus. The Wayne-Westland Community School district is comprised of ten elementary schools (K-5), three middle schools (6-8), and two high schools (9-12). We also have an early childhood center, an ultra-modern facility for career/technical training, an alternative high school, and a thriving online program.

The dynamic environment throughout the school district illustrates that when a school and community work together, extraordinary results occur. Our school district promotes high expectations for success and provides students with a safe, caring and nurturing environment.

(Internal Posting for current W-WEA Members)

This is a grant funded position for the Summer Reading Program. A Wayne-Westland bus, staffed by WW employees, will work as a "mobile library" to travel to key neighborhoods within the district that will be most beneficial to reach a high volume of students and provide free literacy materials to students in grades K-5.

QUALIFICATION REQUIREMENTS: 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Prepare presentation of materials
- Organize distribution of materials to staff and students
- Helps maintain instructional area, supplies, equipment and facilities in a clean/safe condition
- Communicate with parents and students
- Maintain confidentiality
- Must be able to work the entire summer school session **June 17 - July 30 on Tuesdays and Wednesdays** (with the exception of the week of June 30).

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and comprehend instructions, short correspondence, and memos
- Ability to communicate clearly and concisely, both orally and in writing to parents and staff
- Ability to understand and carry out instructions furnished in written or oral form

- Ability to maintain composure under stressful conditions
- Ability to develop effective working relationships with students, staff and the school community
- Must have essential technology skills, i.e. skilled at using PC computer, laptop, assistive communication devices/technology and other educational technology and 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.*

- While performing the duties of this job, the employee is frequently required to remain in a stationary position for long periods of time.
- This person in this position may be required to travel on a school bus and be able to get on and off a school bus
- The person in this position will spend a majority of their time communicating with students, staff and parents and must be able to exchange and record accurate information in these situations.
- The employee may need to travel to different work locations.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- The work environment may be on a school bus and outdoors.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The noise level in the work environment is usually moderate to loud.
- The employee is frequently required to interact with students, staff and the public.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Correspond with Coordinator before the program begins to understand expectations
- **June 17 - July 30 on Tuesdays and Wednesdays** (with the exception of the week of June 30).
This position will work 6.5 hours per day (9:00 a.m. – 3:30 p.m.) two days a week.
- 2 hours of plan time prior to the start of the program

EVALUATION:

Job performance is evaluated in accordance with district guidelines.

APPLICATION PROCEDURE:

Apply online at <https://www.wwcsd.net> or come to the Human Resources Department to access the online application system.

The information contained in this job description is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. Job descriptions are not intended as and do not create employment contracts. The Wayne-Westland Community Schools is an Equal Opportunity Employer.