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Jr. – Sr. High Media Center Aide/Instructional Aide Vacancy

Department: Virtual Education Program
Reports to: CVEP Virtual Education Specialist/Jr.-Sr. High School Principal
Employment: 6 hours/day, M-F Student Days
Salary: PCMI
Benefits: Single Family Provider
Start Date: 8/27/18

Summary: This position's responsibilities are to: assist students in assigned classrooms, provide further reinforcement of skills as prescribed by the teacher, supervise students as they complete lessons delivered by the teacher, ensure smooth operation of the media center, and are accountable for basic clerical functions.

Qualifications:

- Associate's degree preferred.
- Clear criminal history check, required.
- Ability to develop/maintain a professional rapport with students, parents, staff, and the community.
- Alternatives to the above qualification as the Board may find appropriate and acceptable.

Performance Responsibilities:

- Provides assistance and support to the students by reinforcing instructional lessons.
- Able to effectively present a re-teaching of a lesson to a single student or small group of students.
- Follow through with teacher directed classroom management plans and district discipline policies.
- Meet deadlines with flexibility and attention to detail; demonstrated ability to meet multiple demands from several people and interact with the public, staff, students, and families.
- Daily of operations of school media center and operation of all media center equipment including answering phone, filing, and preparing correspondence.
- Perform daily circulation using Destiny software and utilize MS Office 2007 and Windows 2007.
- Oversee Accelerated Reading Program.
- Assist in supervision of students while in the media center.
- Clean up in Destiny when needed.
- Year-end book inventory.
- Perform duties with awareness to all district requirements and board of education policies.
- Must be able to perform the physical demands of this position, which includes sitting, standing, talking, seeing, and hearing. Occasionally, it will be expected to repeat the same hand, arm, or finger motions many times and push or lift up to 50 lbs., such as boxes of books.
- Performs other functions and duties as assigned by the principal/Virtual Education Specialist.

Please forward letter of interest, resume, transcripts, references, and certification to the following address:

Nicole A. Kirby, Principal
Capac Community Schools
541 North Glassford Street, PO Box 610
Capac, MI 48014

Deadline for applying – August 20, 2018

It is the policy of Capac Community Schools that no person shall on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, political affiliation or belief or any other legally protected category (Collectively, "Protected Classes") be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in any of its programs or activities, including employment opportunities.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.