

# WHITEHALL DISTRICT SCHOOLS

541 E. SLOCUM ST  
WHITEHALL, MI 49461



P: 231-893-1010  
F: 231-894-6450

## Middle School Special Projects/Media Center

Post Date: February, 2025

Application Deadline: Review as received

### **Position Summary**

Whitehall District Schools is looking for an individual who has a passion for working with kids and can help instill a passion for reading. This position will help support teachers with literacy needs within their classrooms, while also teaching small groups of students media center skills. This person should be able to organize a schedule to effectively use a media center while also looking for ways to incorporate special projects that promote learning. WDS is looking for a candidate who wants to be a part of the secondary community and work with all staff to develop our Vikings!

### **Essential Duties**

- Collaborate with classroom teachers and support staff
- Manage and maintain media center collections
- Teach small groups of students about media center skills
- Utilize media center systems to provide a time for each student to borrow a book weekly
- Substitute teach in classrooms as needed
- Coordinate with staff regarding before/after school opportunities
- Participate in parent involvement activities for families in the Title 1A program

### **Education and Experience**

- Experience working with children
- A love of literacy
- Preferred possession of a teaching certificate, but not mandatory

### **Compensation**

- Hourly - \$16.00- \$18.00
- School Year Schedule

Individuals interested in applying for this position should email their letter of interest and resume to: [kirstenbolles@whitehallschools.net](mailto:kirstenbolles@whitehallschools.net). Thank you.

Postings available at: Whitehall District Schools Job Postings  
WHITEHALL DISTRICT SCHOOLS NON-DISCRIMINATION POLICY

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Coordinator – School Superintendent, 541 E. Slocum Street, Whitehall, MI 49461  
Phone 231-893-1005. Adopted by the Board of Education, April 27, 1992.