

Vantage Career Center Position Posting

Dates of Posting Friday, April 11, 2025 - Friday, April 25, 2025
Position: Media Center Coordinator
Start Date: 2025-2026 School Year
Application Deadline: **Friday, April 25, 2025**

Job Objectives:

Oversees the operation of the Media Center. Teaches and monitors the students in the Media Center. Understands and teaches the use of computers, as research and word processing tools. Schedules and coordinates use of the Media Center. Maintains an organized center in which equipment and supplies are secured. Maintains discipline and enforces school policies when students are utilizing the Media Center. Prepares reports for the Board of Education. Assists with Student Credit Recovery and College Credit Plus.

Minimum Qualifications:

- Valid state department of education license - Library/Media Pre K-12
- Prefer appropriate work experience in the area of library, media, Internet access, and computers
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
- A record free of criminal violations that would prohibit public school employment
- Complies with drug-free workplace rules and board policies
- Keeps current with technology and other workplace innovations that support job functions

Interested applicants should submit a letter of interest, a Vantage Career Center Certified Employment application, resume, transcripts, copy of certifications, and three letters of reference to:

Rick Turner, Superintendent
818 N. Franklin Street, Van Wert, Ohio 45891
turner.r@vantagecareercenter.com

Friday, April 25, 2025

**Vantage Career Center certified employment applications can be found at www.vantagecareercenter.com

Vantage Career Center is an Equal Opportunity Employer

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The Vantage Career Center Administration reserves the right to not fill this position.