March 9, 2020

GENERAL ANNOUNCEMENT: POSITION OPENING

Materials Center Specialist
Special Populations

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:
- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

Hourly range of $22.03 - $25.54 with the potential to earn up to $27.50 based on annual step increases / Non-Exempt position / 12-month work year

WORK LOCATION:

Oakland Schools Summit Campus

Special Populations Department/Materials Center

2214 Mall Drive East, Waterford, MI 48328-3321
IN THIS ROLE:

You will research, create and problem-solve requests for the acquisition of alternate format educational materials, assistive technology, and instructional products loaned to Local Education Agencies (LEAs). You will maintain the Materials Center Library for Low Incidence Student Materials and the Professional Libraries for Speech, Psychology, Audiology, and Educational Consultants. You will also provide technical assistance, support, and resolution of technical issues for Oakland Schools’ consultants and LEA staff.

WHAT WE NEED:

We are seeking a collaborative, self-motivated, highly organized individual to oversee the Materials Center Help Desk System and respond to customers’ questions and requests or refer them to the appropriate Materials Center staff. You will also be responsible for configuring, customizing, and installing required applications and software; preparing assistive technology and augmentative/alternative communications for student use; overseeing the online ordering system to process incoming orders and assigning them to the appropriate Materials Center staff. Your strong organizational and problem-solving skills and attention to detail will be used to research options to meet the needs of students for Large Print & Braille materials; work with vendors to procure Large Print books, Braille transcriptions, and instructional products; and respond to a variety of data information requests from customers, Materials Center staff, Oakland Schools’ Administration, and local Directors of Special Education. Your knowledge and experience with relational databases will be used to manage the Materials Center’s data, create queries, and provide comprehensive, organized reports.

WHAT YOU NEED:

- High school diploma or GED required. Associate’s degree preferred.
- Two or more years of related experience.
- Knowledge of process improvement techniques and project management concepts/methods.
- Strong interpersonal and communication skills. Ability to work with a wide range of individuals and constituencies in a diverse community.
- Ability to work independently and possess strong analytical skills/detail-orientation.
- Ability to work with sensitive material and maintain confidentiality.
- Ability to manage work pressures and distractions.
- Strong problem-solving, organizational, and presentation skills.
- Knowledge of Special Education Rules and Regulations preferred. Knowledge of Alternate Format Materials and accommodation options for students with low-incidence disabilities preferred.

**WHAT WE PROVIDE:**

Hourly range of $22.03 - $25.54 with the potential to earn up to $27.50 based on annual step increases / Non-Exempt position / 12-month work year

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical coverage or cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

**APPLICATION INSTRUCTIONS:**

Applications will be accepted until 4:30 pm, March 23, 2020 or until position is filled.

**NOTE:** Interested candidates must be available to interview on April 16 or April 17, 2020 at the Oakland Schools Main Campus (2111 Pontiac Lake Road, Waterford, MI 48328).

**CLICK HERE TO APPLY!**


You will need to create an account with a username and password. Once your account has been created, you may return to update your application, add attachments, or view your application. You may exit the program at any time and return to complete it at your convenience. Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and All Jobs to select the jobs for which you would like to apply.

**Note:** You will need to select Non-Certified as one of your applicant types to be able to view and apply for the Materials Center Specialist position.

For questions regarding this position please contact Alicia Beck at 248.209.2143.
Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Consultant at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.