



Public Schools of Petoskey

NOTICE OF POSITION OPENING

ELEMENTARY MEDIA AIDE

Date Posted	January 12, 2026	Application Deadline	Open Until Filled			
Primary Function	Assist and support students and teachers to retrieve information and maintain technology resources.					
General Summary	Final candidate will be responsible for promoting and preserving educational resources, effective communication with students and adults, and expanding literacy skills and services. This position requires multi-tasking skills and strong computer, audiovisual, technology, and inventory management competencies. An Associate's Degree or media center (educational technology) experience preferred. Alternatives to the above qualifications may arise as the Board of Education deems appropriate.					
Responsibilities	Please see attached job description.					
Terms of Employment	193 day Employee, 7 hours/day. Work days and hours are established annually as needed and based on the current PESPA Agreement.					
Start Date	February 9, 2026					
Salary/Benefit Information	Starting pay \$17.55 per hour, with Benefits					
Application Process	Please visit petoskeyschools.org/employment to apply online. Complete application & include a letter of interest, resume, references, transcripts & certificates.					
Notice of Non-discrimination						
It is the policy of Public Schools of Petoskey that no person shall, on the basis of race, color, religion, age, national origin or ancestry, sex, marital status or handicap be excluded for participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity and employment as required by Title VI Civil Rights Act of 1963; Section 504 of the Rehabilitation Act. Any questions concerning discrimination should be directed to the Title IX Coordinator, Public Schools of Petoskey, 1130 Howard Street, Petoskey, MI 49770, or phone (231) 348-2100.						