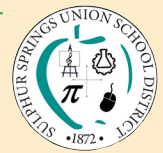


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

INSTRUCTIONAL MEDIA CENTER TECHNICIAN

DEFINITION

Under general supervision, to operate the district instructional media center programs and services; to provide technical instructional media services on a district-wide scale; to perform administrative support and record keeping and reporting for the IMC; and to perform related work as required.

CLASS CHARACTERISTICS

This one-position class works in a District-wide instructional materials center. The incumbent circulates specialized instructional media, materials and kits; develops instructional materials, and supports instructional staff in the creation of learning materials.

EXAMPLES OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Circulate district and contracted instructional media to schools and teachers; schedule and confirm requests for media and equipment; follow up to ensure return of items as scheduled; demonstrate use and coordinate media use to accommodate conflicting requests. Deliver equipment and media to teachers to meet essential needs and maintain schedule of circulation.

Consult with and seek teacher input, preview and test materials and equipment, research and read reviews and purchase new material and equipment; evaluate materials for relatedness to state frameworks and district curriculum; select media and technology and equipment for purchase. Monitor approved budget and grant funds to make appropriate purchases.

Catalog instructional materials, maintain current inventory of collections, and prepare listings and catalogs to inform users of content of collection and generate specific subject lists to assist teachers. Shelf and store instructional media. Maintain collection by inspecting and making minor repairs.

Fill textbook orders for schools; monitor school textbook inventory and student counts to verify need for additional textbooks; order textbooks to maintain central supply. Shelf textbooks.

Operate video recording equipment to tape instructional programs and duplicate video and audio tapes; video tape events from satellite and television for future use and set up equipment for parent/staff preview of media.

Use record processing, spreadsheet and database computer software to maintain records and statistics and generate reports.

Publicize instructional media services by publishing newsletter, visiting classrooms, assisting teachers, attending meetings and encouraging teachers to visit the center. Participate as a member of committees and teams; attend conferences and workshops; read journals and publications to remain abreast of the state-of-the-art particulars in the area of educational media and technology. Create displays of instructional media collection.

Prepare purchase requisitions, work order requests and other standard forms; receive and store supplies. Compose and keyboard correspondence, lists, catalogs, labels, envelopes and related documents; compile reports of program activity and service.

Operate office and IMC equipment such as computer, printer, photocopier, laminator, binding machine, die cutting machine, VCR, audio duplicating machine, and typewriter. Photocopy, collate, and bind instructional materials for teachers.

Serve on assigned committees and teams.

Participate in District mandated training and retraining programs.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Modern office practices and procedures.

Proper methods of storing equipment, materials, and supplies.

Microcomputer operating methods and applicable standard word processing, desktop publishing, spreadsheet and database software applications.

Basic subject matter and concepts of the K-6 curriculum.

Basic mathematics.

Correct English usage, grammar, spelling, and punctuation.

Automated and manual record keeping practices.

Appropriate safety precautions and procedures.

Basic public relations practices.

Ability to:

Perform specialized instructional media/technology acquisitions, circulation, and processing.

Establish comprehensive record keeping systems and maintain accurate records.

Devise and adopt work procedures and record keeping systems to meet changing organizational needs and priorities.

Develop filing systems which make instructional materials readily accessible to district personnel.

Operate a microcomputer/computer terminal with efficiency and use keyboard and applications software at a level of proficiency required for job success.

Communicate effectively, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is equivalent to completion of high school and experience in library, storekeeping, or clerical work involving use of office technology, customer service, and considerable independence of action.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Sulphur Springs Union School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS ASSOCIATED TASKS

Vision: (which may be corrected)
Read small print

Hearing: (which may be corrected)
Understand speech

Speech:
Speak with a level of proficiency and volume to be understood over a telephone
Speak with a level of proficiency and volume to be understood in face-to-face public contacts

Upper Body Mobility:
Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow
Extend arms to reach outward and upward

Use hands and arms to lift objects

Turn, raise, and lower head

Lower Body Mobility:
Walk on even surfaces
Stand for periods of one hour

Strength:
To lift, push, pull and/or carry objects, on a frequent basis, which weigh as much as 45 pounds.

Environmental Requirements:
Work interruptions
Work independently
Work cooperatively with others
Work inside

Mental Requirements:
Read, write, understand, interpret, and apply moderately complex information
Math skills at a basic level
Judgment

Listen
Demonstrate and give verbal/written instructions

Write/compose at an intermediate college level

To Perform Tasks Such As To:
Maintain circulation records; review catalogs

To Perform Tasks Such As To:
Order books and supplies; hear teacher requests for assistance

To Perform Tasks Such As To:
Order books and supplies; discuss scheduling and material needs with teachers
Communicate with teachers, volunteers, and staff in the IMC

To Perform Tasks Such As To:
Maintain written and computer records; shelve books; clean and maintain museum pieces; operate IMC equipment
Place museum pieces on shelves; retrieve museum pieces
Check materials and equipment in and out; unpack boxes of textbooks; pull books for teachers
Supervise students

To Perform Tasks Such As To:
Circulate in IMC to shelve books and materials
Operate photocopier, binding machine

To Perform Tasks Such As To:
Check equipment in and out; process books and materials

To Perform Tasks Such As To:
Assist teachers in use of IMC
Plan and schedule work to meet deadlines
Instruct teachers on software; schedule IMC use
Perform all duties in a library/office setting

To Perform Tasks Such As To:
Assist teachers in finding materials and using software; write newsletter
Order supplies and keep records of inventory
Work with teachers to find needed materials; select materials for collection
Understand questions from teachers
Instruct teachers on software and use of IMC equipment and materials
Write newsletter; complete necessary reports