

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: INSTRUCTIONAL MEDIA SPECIALIST - MIDDLE SCHOOL**

### **BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of specialized duties related to the receipt, inventory, maintenance and distribution of instructional media.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Instructional Media Specialist classification perform a variety of specialized duties involved in the operation, maintenance, basic troubleshooting and circulation of instructional media equipment and materials at an assigned middle school.

### **REPRESENTATIVE DUTIES:**

Order, receive, inspect and process instructional media equipment; arrange appropriate identification and storage and prepare file cards.

Order, receive, inspect, classify, store, maintain and circulate media software materials including films, slides, tapes, books, videotapes, computer software, DVDs, CDs, videodiscs, maps and other instructional materials.

Develop and maintain schedules for software and equipment use in accordance with teacher requests and availability; assure the timely delivery and return of equipment and materials.

Operate a variety of specialized media equipment including slide projectors, cassette players and recorders, public address and other audio systems, still and video cameras, televisions, video cassette recorders, DVD players, CD players, LCD projectors, videodisc players, laminating machines, computers and peripherals, and others.

Maintain a variety of records, reports, lists and card catalogs regarding the maintenance, inventory and circulation of instructional media equipment and materials.

Demonstrate the use of specialized media hardware and software to teachers and students; provide recommendations regarding the selection of equipment and materials for specific purposes and curricular areas.

Receive and process textbooks for distribution to students and teachers; create schedules so that textbooks in short supply can circulate; deliver textbooks to classrooms.

Anticipate needs and order all textbooks; maintain accurate inventory and control records and files regarding textbooks.

Review textbooks for damage; mend and repair worn and damaged books and materials.

Return lost textbooks to the proper student; issue new textbooks to students according to established guidelines.

Prepare and file indebtedness slips as needed; prepare a variety of records and reports.

Publicize, order, receive, and distribute educational materials available from a variety of sources.

Set-up and operate as needed, auditorium lights, spotlights, curtains, and sound system equipment.

Train and provide work direction to student assistants; select and evaluate assigned students.

Perform minor repairs, adjustments and preventive maintenance on media equipment; arrange for major repairs and maintain adequate supplies of tapes, film, batteries, bulbs and other items.

Operate computer and word processing hardware and other business machines and perform a variety of general clerical duties including typing, filing, duplicating and maintaining alpha and numeric files.

Maintain current knowledge of technological advances and new equipment in the field; recommend the purchase of new equipment and the disposal or replacement of old or damaged equipment.

Prepare materials and equipment for discard.

Communicate with faculty and administrators to schedule and coordinate requests for equipment and software, resolve scheduling conflicts and exchange information.

Perform other duties as related to job description.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Instructional media equipment and materials used at secondary school.

Operation and maintenance of a wide variety of specialized media hardware and software.

Basic cataloging procedures.

Instructional Media terminology and procedures.

Communication skills and organizational techniques.

Principles and practices of providing work direction and guidance to others.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

##### ABILITY TO:

Perform a variety of specialized duties related to the receipt, inventory, maintenance, basic troubleshooting and distribution of instructional media and equipment.

Communicate effectively both orally and in writing.

Follow, apply and explain rules, regulations, policies and procedures pertaining to position.

Complete work with many interruptions.

Schedule and coordinate the use of instructional media hardware and software.

Establish and maintain alpha and numeric files.

- Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
- Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
- Provide demonstrations and instructions to others in the use of media materials.
- Learn general curricula related to assignment.
- Perform general clerical duties such as typing, duplicating and maintaining records.
- Understand and follow oral and written directions.
- Maintain records and prepare reports.
- Type at 40 words net per minute from clear copy.
- Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware.
- Work cooperatively and effectively with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school including or supplemented by college-level course work in a related field and two years experience in a media center or similar environment.

**WORKING CONDITIONS:**

School media center environment; subject to lifting and pushing media equipment and materials.