

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: INSTRUCTIONAL TECHNOLOGY MEDIA SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of support duties; demonstrate and assist teaching staff in the use of computers, software, and multimedia equipment; maintain technology media center materials and equipment; perform clerical duties as assigned.

### **REPRESENTATIVE DUTIES:**

Research, coordinate and setup for curriculum web sites appropriate for teacher use with students in internet navigation.

Assist teachers and aides in the use of site technology in utilizing computer hardware; check in and out materials to students and staff.

Troubleshoot problematic computer hardware/software as needed.

Demonstrate the proper use of computers and various software programs to staff and classes as needed.

Demonstrate the proper use of multimedia equipment for classroom technology presentations, digital cameras, VCRs, camcorders, scanners and display monitors.

Search materials on the computer, appropriate internet sites and circulation system.

Set up computers for incoming classes; use specific software and hardware, CD Rom and digital camera in response to teacher requests.

Receive new materials for Technology Media Center; sort, stamp, catalog, label, reinforce, make back-up copies of computer software and store/shelve appropriately.

Maintain inventory of current records related to technology media center, computer serial numbers, peripheral computer equipment serial numbers and inventory shelf materials.

Maintain inventory of current records related to all classroom computers, computer serial numbers, peripheral computer and equipment serial numbers by District Office.

Input student names and delete old files as needed in file server; enter and update all students per class and prepare new barcodes for circulation system.

Communicate with software companies regarding software problems as needed.

May maintain library catalog system, system network and system backup.

Maintain the technology media center in a neat and orderly condition; order supplies as needed.

Perform a variety of clerical support duties such as typing, filing and duplication.

Reshelve returned materials, repair damaged materials, discard unrepairable materials and order replacements as needed.

Keep a list of requested materials/topics for future orders.

Serve on job related committees as assigned.

Performed related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Basic computer skills

Functions and uses of multimedia technology equipment.

Various computer software programs.

Materials and methods commonly used in a technology media center.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, reading and computers.

Basic instructional methods and techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Recordkeeping techniques.

Operation of standard business and instructional machines and equipment.

### ABILITY TO:

Provide instructional assistance to students on computers using various programs.

Work independently with little direction.

Learn technology projects.

Use multimedia tools in the production of multimedia presentations.

Assist with instructional and related activities of the technology media center.

Learn the procedures, functions and limitations of assigned duties.

Maintain files related to computers.

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.

Perform clerical duties such as filing, duplicating and maintaining records.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Communicate effectively with children and adults.

Read, learn and follow rules, regulations, policies and procedures.

Work cooperatively and effectively with others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Supervise and discipline students according to approved policies and procedures.

Operate instructional and office equipment.

Enlist the support, interest and participation of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience working with computers (ie: servers, networks); experience working with school age children in an organized setting preferred.

**WORKING CONDITIONS:**

Technology media center environment; subject to lifting and bending; subject to a variety of illnesses/communicable diseases.

tecmedsp.jd