

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SENIOR INSTRUCTIONAL MEDIA SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of duties in the District Media Center related to the receipt, inventory, maintenance and distribution of instructional media equipment and materials for District staff and elementary schools; perform technical duties such as recording, video-taping and photographing meetings, field trips and special events; train and provide work direction to student assistants as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Senior Instructional Media Specialist classification perform complex duties involved in scheduling, maintaining and operating instructional media equipment and materials for elementary schools. Incumbents are also responsible for recording, videotaping and photographing events and activities for District administrators and staff.

### **REPRESENTATIVE DUTIES:**

Perform responsible and specialized duties in the District Media Center; schedule, organize and coordinate the use of instructional media equipment and materials among the District's elementary schools.

Perform technical media services to District administrators and staff; record, videotape and photograph meetings, speeches, special events and other school activities; tape and edit original video tapes for District use.

Adjust, analyze and make minor repairs on media equipment and material; arrange for major repairs and maintain adequate supplies of tapes, film, bulbs, batteries and other items.

Provide technical expertise and assistance to administrators and teachers in developing new projects; recommend the selection and suitability of media hardware and software.

Communicate with faculty, administrators and County personnel regarding media concerns, issues and scheduling; confer with vendors and manufacturer representatives regarding the prices, specifications and other information related to media equipment and materials.

Operate, set-up and demonstrate the use of specialized media hardware and software at various locations including projectors, recorders, cameras,

microphones, public address and other audio systems, splicer, tape duplicator and editing equipment.

Train and provide work direction to student assistants as assigned.

Receive, order, inspect, classify and store media equipment and materials for use by elementary school faculty; receive, file and fill media requests; assure the timely delivery and return of equipment and software.

Operate a variety of office machines including typewriter, calculator, copier, computer and word processing hardware; perform general clerical duties such as typing, filing, duplicating and maintaining comprehensive records and lists.

Prepare, edit, update and proofread the District's Audio-Visual Catalog in accordance with scheduling requirements and the revised annual curriculum.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

Knowledge of:

- Instructional media equipment and materials used at the elementary school level.

- District Media Center operations and organization.

- Operation of technical media equipment used to videotape, record or photograph meetings, speeches, field trips and other events.

- Basic cataloging procedures.

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

- Communication skills and organizational techniques.

- Modern office practices, procedures and equipment.

- Record-keeping techniques.

- Interpersonal skills using tact, patience and courtesy.

- Instructional media terminology and procedures.

- Proper methods of storing equipment, materials and supplies.

Ability to:

- Process, circulate and schedule instructional media hardware and software for the District's elementary schools.

- Provide technical media services for the District Office including videotaping, recording and photographing school functions and activities.

- Set up and demonstrate the use of instructional media equipment and materials.

- Order, receive, inspect, catalog and prepare media for distribution.

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.  
Operate a variety of office machines including typewriter, calculator, copier and computer and word processing hardware.  
Operate, service and make minor repairs and adjustments to specialized media hardware and software.  
Understand and follow oral and written directions.  
Maintain records and prepare reports.  
Type at 40 words per minute from a clear copy.  
Work cooperatively and effectively with others.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Communicate effectively both orally and in writing.  
Read, follow, apply and explain rules, regulations, policies and procedures relating to position.  
Complete work with many interruptions.  
Work independently with little direction.

#### EDUCATION AND EXPERIENCE:

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

#### LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

#### WORKING CONDITIONS:

District Media Center environment; subject to lifting and pushing equipment and driving from site to site to set up and operate equipment.