



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

March 1994

INSTRUCTIONAL MEDIA TECHNICIAN

DEFINITION

Under general supervision, to perform various technical operations for multimedia productions; to instruct staff on the operation of equipment; to schedule and coordinate all satellite teleconferences; and to do related work as required.

EXAMPLES OF DUTIES

Duplicates video/audio tapes and computer software for instructional use; maintains all district master software and documentation collections; sets up and demonstrates equipment for multimedia presentations and recordings in the classroom or other locations; sets up, operates and dismantles instructional media equipment for special presentations, workshops, demonstrations and other District activities; records and edits off-air television and satellite programs; troubleshoots and maintains instructional media equipment and makes minor repairs and adjustments; stays current on instructional technology and software.

LICENSE REQUIRED

A valid California Driver's license;
Qualify and maintain insurability by the District liability insurance carrier's standard.

REQUIRED QUALIFICATIONS

Knowledge of:

- Operation of instructional media equipment including computers, VCR's, telecommunications including satellite receivers and modems, duplicating equipment, editing equipment, laserdisc players and CD-ROM readers;
- Multimedia presentation set-up;
- Current information on latest instructional technology and software;
- Record keeping, storage and inventory procedures for an instructional media library;
- General office methods, practices and procedures.

Ability to:

- Operate all instructional media equipment including computers, modems, data displays, satellite receivers, VCR's, CD-ROM, laserdisc players, editing equipment;
- Duplicate instructional media with high quality;
- Service or learn to service and make minor repairs or adjustments to instructional media equipment and software;
- Establish and maintain cooperative relationships with those contacted in the course of work;

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Communicate effectively, both orally and in writing;
Understand and carry out oral and written directions efficiently;
Work safely.

Training and Experience:

One year of experience in the set-up and operation of instructional media equipment and software and the duplication and off-air taping of instructional programs.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 143
- School Year