

Job Title: District Media Support Technician
Department: Technology and Media Department
Reports To: Web, Media, & Design Developer
FLSA Status: Non Exempt
Salary Schedule: SC lane 09



SUMMARY

Assesses and meets information and service needs of school Media Coordinators and Media Assistants. Provides duplication services of UIMC acquired programs for use in District classrooms. Promotes on-line media services such as eMedia and Pioneer. Represents school District on state UIMC board. Manages the Professional Development & UIMC resource library. Manages District Media Center. Provides digital conversion services. Catalogs material. Operates District poster printing services. Maintains District Media Center equipment. Maintains District Media Center web site. Prepares billings, charges, and provides reports including building inspection reports. Coordinates meetings and teacher previews.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Assists Technology/Media Director with applicable school, community, state level and other activities.

Represents WCSD on the Utah Instructional Media Consortium board by attending and participating in meetings. Serves in officer positions on board as elected.

Maintains Professional Development library, as well as VHS and DVD libraries of UIMC, including independently purchased material. Catalogs newly purchased or donated items for inclusion in its respective library, and makes all items available via website for checkout to WCSD teachers, staff and administrators. Utilizes the District union cataloging system and participates in the user's group.

Provides and prepares various teaching aids such as DVD's, CD's, printed charts and graphs, for the purpose of improving the quality of instructional presentations and special programs.

Provides duplication services of UIMC materials, as well as individually produced school and/or District VHS, CD and DVD projects for use in classrooms and/or training.

Creates and maintains an attractive and pleasant environment in the District Media Center.

Greets and assists scheduled and unscheduled patrons. Establishes and enforces District Media Center rules and operating procedures. Maintains and supervises the District Media Center workroom and various equipment contained within.

Sees that all media materials and equipment are kept clean and in good repair. Equipment available for checkout requires additional regular maintenance and care.

Provides in-service training to teachers of the resources available from the District Media Center and in collaboration with the media services that are available from UEN and Pioneer.

Publicizes and encourages the use of the District Media Center by teachers and District personnel.

Maintains District Media website as well as schedules hours for District Media Center.

Orders and stocks supplies in District Media Center for use in the facility or sales to schools and patrons. Maintains a supply of licensed computer software for resale to WSD students and employees. Accounts for money collected from resale of software and sales of inventory supplies.

Prepares a variety of paper work to include but not limited to; billings, charges, cash sales and software license agreements.

Organizes and maintains a filing system, and file correspondence and other records. Archives individual license agreements from sales of software to teachers/students. Act as custodian of documents and records pertaining to job.

Maintains a comprehensive inventory catalogue and accounting system for all items in the District Media Center.

Maintains master/archival copies of UIMC contracted materials.

Solicits teacher's participation in, and distribution of UIMC previews. Keeps record of UIMC previews and collect evaluations following preview process. Posts results in state database.

Coordinates secondary media coordinators monthly meeting. Plans and prepares meeting agenda.

Occasionally coordinates cooperative purchases with school media centers, of library books to obtain better pricing.

Assists schools in obtaining and scheduling author visits and presentations.

Assists paraprofessional job applicants with online training accessible from patron computer in District Media Center.

SUPERVISORY RESPONSIBILITIES

Directly supervises and trains in the operation of equipment, library checkout procedures and cataloging, any part time media assistants and/or volunteer aides assigned to work in the District Media Center.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Competent, usable skill of computers, word processing, spreadsheet and duplication software. A usable understanding of various other computer software including presentation and web applications is necessary.

Knowledge of and ability to use simple hand and light mechanical tools.

Fluent in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively before individuals or groups of teachers, principals, or other employees of District.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to make accurate change and tally day end, and monthly reports.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and two to four years of directly related experience or training.

Experience in use of digital cameras, GPS units, digital camcorders, LCD projectors and plotters.

Experience in Network/Archive scanning and storage. Ability to index archives.

Experience and ability to convert audio and video from analog to digital.

CERTIFICATES, LICENSES, REGISTRATIONS

Hold and maintain a valid Utah driver's license.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel. The employee frequently is required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level of the work environment is usually quiet.

Prepared By: Technology & Media Director II		Date: 5/19/2008	
Approved By: Human Resources Director		Date: 5/20/2008	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 10/26/2015
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date: