

POSITION DESCRIPTION

TITLE: Media Tech Instruction Coordinator and Support Specialist- (Full-time, Contingent)

Collective Bargaining – Contingent - Ineligible
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

This position reports to the Lead Media Specialist and is responsible for Media Tech Instruction program operations. This position also provides Tier 2 support of the operations of technologies and media in classrooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Works closely with other Media Staff to schedule and document Media Tech Instruction classes.
- Maintains Media Tech Instruction program records and provides feedback and data.
- Assists the Lead Media Specialist with classroom media installations and maintenance.
- Assures rapid response to address acute classroom technology issues in order for teaching to resume.
- Provides preventative maintenance of classroom computer and media systems.
- Assists with general Media Center support functions.

MINIMUM QUALIFICATIONS:

- Education: High School diploma or equivalent required. Bachelor's degree preferred.
- Experience: A minimum of two years of experience in media-related or IT field.
- Skills: Must have a working knowledge of both Mac and PC operating systems and classroom media including computer, audio, and video systems. Strong verbal, written, analytical, interpersonal, and organizational skills are a must.
- Must be able to lift at least 25 pounds.
- Must possess a valid driver's license.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.