

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: EDUCATION TECHNOLOGY ASSISTANT

DEFINITION:

Under the direction of the principal or department administrator, provides multimedia services for staff, teachers, and students at local school sites or other District facility; operates, maintains, inspects, and repairs a wide variety of media equipment; maintains media equipment schedules and inventory; sets up equipment for events; provides help desk services, and performs other essential job-related work as required.

TYPICAL DUTIES:

Assists certificated faculty and students in usage of various types of audiovisual and multimedia equipment for the purpose of facilitating the use of effective instructional technology.

Responsible for operation of VCRs, video editing, theatrical sound lighting and rigging systems, 35mm single lens reflex camera, laminator, slide projectors, multimedia dissolve control, videotape recorders and cameras, audio tape recorders, record players, and amplifiers for the purpose of end user success.

Assists faculty and students in operating computers to facilitate effective use of educational technology.

Assists with computer hardware/software used to produce videos, filmstrips, slides, movies, audio and overhead transparencies, laminated items, posters, charts, graphs, dioramas, sound recordings, and other instruction-related materials; loads software, adds hardware peripherals; oversees library computer resource.

Provides information to teachers and students in use, care, and security of computers and other AV/media equipment and materials, TV/VCR, CD player, laser disc, camcorder, video editor, tape duplicator, microfiche reader, and on line card catalog to facilitate effective use of technology in the learning process.

Schedules and delivers multimedia equipment and related materials to classrooms and other required locations and related events for the purpose of providing support to provide support for the effective use of technology.

Inspects troubleshoots, and does minor repairs to repairs a wide variety of AV/media equipment; takes inventory; monitors inventory control system at the site for the purpose of equipment maintenance and control.

Researches and complies with applicable state, local, and federal rules, regulations, and laws, as well as District policies and procedures for the purpose of efficient operation of the District.

Establishes and maintains effective working relationships with teachers, students, administrators, coworkers, computer repair staff and general public for the purpose of providing a positive workplace environment.

Demonstrates and models safe, prudent, and healthful work behaviors and practices; identifies and works toward elimination of unsafe or unhealthful work area conditions for the purpose maintaining a safe and orderly work environment.

Performs other essential job-related work as required for the purpose of supporting the educational process.

Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Performs other duties as assigned.

KNOWLEDGE OF:

Setup, operation, maintenance, diagnosis, and minor repair of a wide variety of AV/media.

Basic electronics, computer science, media, audio, and videotape recording equipment.

Telecommunications.

Cameras involved in motion picture and television production.

Familiarity with graphics, audio and video duplication and production and other library/media center audiovisual equipment.

Basic principles and practices used in site media technology services work.

ABILITY TO:

Follow specific operational directions and understand variety of general and technical materials.

Train and supervise student assistants.

Work cooperatively with faculty.

Keep abreast of the field.

Learn new techniques, operations, and applications.

Diagnose mechanical defects and make necessary repairs to mechanical equipment.

Refer questions, problems and tasks to appropriate persons in the District organization.

Understand and apply principles and practices of site media technology services work.

EDUCATION AND EXPERIENCE:

Prior job-related experience and/or, Associate's degree or equivalent in instructional media technology, electronics, computer science or related field.

ENVIRONMENT:

Indoor environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other assigned equipment.

Hearing and speaking to exchange information.

Seeing to view a computer monitor.

Sitting or standing for extended periods of time.

October 14, 2002

Bending at the waist, kneeling or crouching to assist students.