

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

MEDIA TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Associate of Art's Degree preferred.
- (3) Extensive experience in television and electronics may be substituted for degree.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess clerical competencies. Ability to organize and prioritize. Demonstrated skills in effective written and oral communications. Ability to relate to people in a positive manner. Knowledge of the function, maintenance and wiring of closed-circuit television. Knowledge of video recorder, taping and editing. Knowledge of lighting and sound systems.

REPORTS TO:

Principal / Teacher, Media Specialist

JOB GOAL

To provide support in developing and maintaining a viable, up-to-date media program in order to provide a more effective educational program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain and make general repairs on all equipment, as well as, keep a cumulative record of condition and repairs made.
- * (2) Produce specialized materials for school needs.
- * (3) Maintain accurate schedules for use of equipment and facilities.
- * (4) Develop and maintain monthly use of equipment reports.
- * (5) Assist students and staff in the use of equipment and materials.
- * (6) Train student helpers and volunteers in the use of all equipment.
- (7) Assist teachers in designing innovations in instruction.
- (8) Install computers and perform minor repairs.
- * (9) Maintain an inventory of equipment assigned to the media center.
- (10) Assist with annual inventory of equipment.
- * (11) Perform off-air taping and maintain list of available tapes.
- * (12) Recommend supplies and equipment for purchase.
- (13) Take and process identification cards.
- * (14) Prepare equipment and materials for presentation.
- * (15) Use effective, positive interpersonal communication skills.
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

MEDIA TECHNICIAN (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Flagler Schools Strategic Framework – Instructional & Operational Innovation