

## WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

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**TITLE:** INSTRUCTIONAL MEDIA TECHNICIAN

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**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Educational Services, performs a wide variety of technical functions related to securing, storing, maintenance and distribution of instructional audio/visual and related materials; monitors educational television and videotapes appropriate segments for use by teachers and others; videotapes school and other district functions; assists teachers and others in the selection and use of audio/visual materials.

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**ESSENTIAL DUTIES:**

Selects and organizes videos, tapes, and other materials and equipment.

Processes all orders for district purchase of videotapes; maintains copies of purchase orders and projected cost records; forwards purchase orders and invoices to Accounting for payment.

Performs a variety of technical and clerical work related to the ordering, cataloging, scheduling use of distribution, retrieval, and maintenance of district instructional media materials, equipment, and library books.

Maintains a variety of records, logs, catalogs, lists and files related to instructional media resources and materials; provides assistance to teachers, media center personnel, and others, in the selection, securing, and use of audio/visual materials.

Operates a variety of office and instructional equipment and machines in the performance of work functions including a computer work station, typewriter, calculator, copier, film-editing, and repair equipment, video camera, television and VCR.

Monitors educational television and other channels and videotapes appropriate segments for use by teachers and others within the school district.

Uses a video-camera to record school activities and events for later use within the school district.

Maintains a library or resource center of readily available audio/visual instructional materials, for use by teachers, media center personnel and others; makes suggestions relative to appropriateness and availability of materials; schedules the use of district audio/visual materials and equipment.

Contacts and/or corresponds with audio/visual equipment and materials vendors.

Develops and maintains a catalog of audio/visual materials available for use by teachers and others; continually revising and updating, as needed or appropriate.

Receives and examines returned materials for possible damage.

Maintains the district audio/visual resource library or media center in a neat and organized fashion; makes necessary repairs to videotapes and makes certain that assigned audio/visual equipment is in good operating order.

**OTHER REPRESENTATIVE DUTIES:**

Inservices teachers and others in the use of instructional media equipment.

Upon request, schedules, transports, and sets up audio/visual equipment at schools or other designated sites for use by school district personnel.

May process orders for purchase of library books and materials; and maintain copies of purchase orders and projected cost records; and forward purchase orders and invoices to Accounting for payment.

Provides work direction and guidance to volunteers, student workers and others, as assigned.

Provides assistance in the district library, as needed or directed.

Performs other related duties, as necessary or required.

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**ORGANIZATIONAL RELATIONSHIPS:**

Supervision: Reports to, receives direction from, and is evaluated by the Assistant Superintendent, Educational Services. May be assigned to provide work direction and guidance to volunteers, and others.

Internal Contacts: Regular contact with teachers, school library/media assistants, district library clerk, textbook technician, school principals and other administrative personnel, as well as business, warehouse, and other district staff members.

External Contacts: Frequent contact with audio/visual vendors; moderate contact with the general public.

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**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.

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**KNOWLEDGE OF:**

Filing systems and standard record-keeping methods.

Operation of a computer work station, office and other equipment, such as a typewriter, calculator, copier, laminator, video film-editing and repair equipment, video camera, television and VCR.

Terms and abbreviations used in the shipment and receipt of merchandise.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication techniques.

Basic arithmetic, including addition, subtraction, multiplication and division of both whole numbers and fractions, and use of percentages.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Order, receive, process, develop, and distribute instructional audio/visual and other materials in accordance with approved or established procedures.

Operate a variety of office machines and equipment, including a computer work station, calculator, copier and a typewriter, and to type at an acceptable rate of speed with accuracy from clear copy.

Operate audio/visual and related equipment, including video film-editing and repair equipment, video camera, television and VCR.

Maintain records and prepare reports

Compose appropriate correspondence independently. Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Establish and maintain effective working relationships with others.

Lift objects, without assistance, weighing up to 30 pounds.

Make arithmetic calculations quickly and accurately.

File alphabetically and numerically with speed and accuracy.

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**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: (1) graduation from high school, supplemented by college-level courses in basic library science, and/or instructional media; and (2) two years experience in a public library or school library/media center in a clerical, resource, or library assistant position.

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**LICENSES AND OTHER REQUIREMENTS:**

Possession and maintenance of a valid California Drivers License, and a reliable insured motor vehicle for personal transportation.

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**PHYSICAL DEMANDS:**

While performing the duties of this job, an employee is regularly required to use hands to finger, handle or feel, and reach with hands and arms. An employee is frequently required to sit, talk and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, and/or crouch. The employee must frequently lift and/or move objects weighing up to 10 pounds and occasionally lift and/or move objects weighing up to 30 pounds without assistance. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to focus.

**WORK ENVIRONMENT:**

Office environment; subject to occasional driving of a motor vehicle in the conduct of the work performed. The noise level in the work environment is usually moderate.

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PREPARED BY: Classified Personnel Department Date: 10/97

APPROVED BY: Board of Trustees Date: 6/85

APPROVED BY: Personnel Commission Date: 4/85

REVISED BY: Personnel Commission Date: 11/97