

BURBANK UNIFIED SCHOOL DISTRICT

**CLASS TITLE: INSTRUCTIONAL TECHNOLOGY MEDIA SPECIALIST-
ELEMENTARY**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of duties involved in the operation and maintenance of a computer laboratory at an assigned school site; provide training and assistance to students concerning the operation of computers and related peripheral equipment; troubleshoot and perform general maintenance and repairs to computers and peripheral equipment.

REPRESENTATIVE DUTIES:

Oversee computer laboratory operations at an assigned school site; prepare computer lab for opening; confer with teacher to coordinate lessons and support classroom work.

Research and illustrate the use of grade appropriate lesson, online activities and websites for use in computer instruction.

Assist teachers and aides in the use of site technology, in utilizing computer hardware; check in and out materials to students and staff.

Provide reinforcement of instruction to individuals or groups of students in the use of computers, software and related peripheral equipment; observe and assist students and staff; answer questions and perform demonstrations as necessary.

Prepare equipment for student and staff use; install software and observe elements of the computer for evidence of incorrect performance; coordinate daily use of computer laboratory; set up new computers and other equipment as assigned.

Troubleshoot problematic computer hardware/ software as needed.

Receive new materials for Technology Media Center; sort, stamp, catalog, label, reinforce make back-up copies of computer software and store/shelve appropriately.

Maintain inventory of current records related to technology media center, computer serial numbers, and peripheral computer equipment serial numbers.

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Enter and update all student names for instructional programs such as, but not limited to typing programs , reading programs etc.

Communicate with software companies regarding instructional program software problems as needed.

Maintain the technology media center in a neat and orderly condition; order supplies as needed.

Perform a variety of clerical support duties such as typing, filing, and duplication.

Repair damaged materials, discard unrepairable materials and order replacements as needed.

Keep a list of requested materials/topics for future orders.

Provide recommendations to administrators concerning the purchase of new hardware and software.

Perform other duties as assigned related to the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic computer skills, minor maintenance and troubleshooting techniques.

Functions and uses of multimedia technology equipment.

Various computer software programs.

Materials and methods commonly used in a technology media center.

Child guidance principles and practices.

Basic subjects taught in District schools, including arithmetic, grammar, spelling, language reading and computers.

Basic instructional methods and techniques.

Proper use of English usage, grammar, spelling, punctuation and vocabulary,

Oral and written communication skills.

Interpersonal skills using tact, patience, and courtesy.

Recordkeeping techniques.

Operation of standard business and instructional machines and equipment.

ABILITY TO:

Provide instructional assistance to students on computers using various programs.

Work independent with little direction.

Learn technology projects.

Troubleshoot and repair in or computer problems.

Use multimedia tools in the production of multimedia presentations.

Assist with instructional and related activities of the technology media center.

Learn the procedures, functions and limitation of assigned duties.

Maintain files related to computers.

Lift objects weighing over 50 pounds using safe and proper methods and/or equipment.

Perform clerical duties such as filing, duplicating and maintaining records.
Print and write legibly..
Make arithmetic calculations with speed and accuracy
Understand and follow oral and written directions.
Work cooperatively and effectively with others.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Supervise students according to approved policies and procedures.
Operate instructional and office equipment.

EDUCATION AND EXPERIENCE:

Graduation from high school or high school equivalency and one year experience working with computers; experience working with school age children in an organized setting preferred.

WORKING CONDITIONS;

Technology media center environment; subject to lifting and bending; subject to a variety of illnesses/ communicable diseases.

Job Study- 1/2020