

Job Description

Alameda Unified School District

Media Technology Specialist

Purpose Statement

The job of Media Technology Specialist is done for the purpose/s of providing media support at district functions; supporting the production of educational curriculum; and serving as a resource to school site and district staff in the areas of audio, video and computer generated multimedia productions.

This job reports to Assigned Administrator

Essential Functions

- Attends a wide variety of meetings and/or seminars (e.g. School Board meeting, graduation, committee meetings, awards ceremonies, post event wrap-ups, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Diagnoses malfunctions of computer hardware and/or software applications for the purpose of determining appropriate actions to discard or reinstate operations.
- Edits initial media recordings (e.g. educational video and audio presentations, slide shows, sports highlights, school functions, etc.) for the purpose of enhancing video/audio, adding narration, music, and/or graphics and creating products that meet time restrictions.
- Maintains computers, peripherals, network equipment and software applications (e.g. installing upgrades, testing, (re)configuring, google education, etc.) for the purpose of meeting the computer processing needs of the users.
- Maintains original and reproductions of District media (e.g. tapes, CDs, film, archives, inventory of equipment and supplies, etc.) for the purpose of ensuring the availability of historical media.
- Maintains a variety of items (e.g. district archives, inventory of equipment and supplies, etc.) for the purpose of ensuring the availability and accurate inventory of departmental materials.
- Operates a wide variety of media equipment (e.g. video and still cameras, multimedia tools, teleconference tools, education TV channels, etc.) for the purpose of providing historical documentation of meetings and events.
- Oversees assigned projects and/or program components (e.g. equipment purchase, participant use releases, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Processes work order requests in priority order for the purpose of completing repairs, replacements, and updates.
- Provides training and/or support to teachers and new faculty for the purpose of ensuring ability to fully utilize District computer resources.
- Repairs computers and peripherals for the purpose of maintaining computer equipment in a safe and functional operating condition.
- Requests equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.

- Researches a wide variety of topics (e.g. audiovisual equipment, vendors, outsource facilities, and emerging technology, etc.) for the purpose of recommending purchases, vendors/suppliers and being knowledgeable on developments in the industry.
- Responds to inquiries from a wide variety of groups or individuals (e.g. of event planners, teachers, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Sets-up classroom and computer labs (e.g. hardware, peripherals, network equipment, application software, etc.) for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Troubleshoots equipment malfunctions (in person or by telephone) (e.g. audiovisual equipment, wiring classroom equipment, computer to video projectors and/or TV monitors, etc.) for the purpose of performing minor repairs and/or referring to repair services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent computer applications; operating digital and analog video editing systems; creating broadcast-quality video presentations; basic principals of communication, photography, basic graphic design; and operating equipment used in audio/video production and editing.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: working knowledge photography and videography; basic graphic design techniques and typography; concepts of television video production; English grammar and composition.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; working within time constraints; adhering to safety practices; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Revised Date

Salary Grade

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