Franklin Pierce Schools
Job Description

POSITION TITLE: Multi-Media Technician – Middle School

JOB SUMMARY: The Middle School Multi-Media Technician is responsible for assisting the students and school staff in the library; processing and maintaining library and multi-media materials and resources; entering data into the computer system; maintaining records and files. Serving as a student technology liaison and support between the school building and the district IT department.

ESSENTIAL JOB FUNCTIONS:

- Assists with library activities (maintain library collection, research, classes and class projects, electronic resources, testing, etc.) to promote the library as an essential resource for students and staff.
- Assists students and staff with accessing information using physical and electronic resources within the library.
- Trains and monitors students in proper use of technology.
- Inputs data into computer system to maintain current and accurate information for access by others.
- Organizes the library to provide an atmosphere that is conducive to student learning and achievement.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Prepares, processes, and distributes assorted documents to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Instructs, directs, and manages student office assistants in the library.
- Orders and maintains library inventory to ensure adequate resources and materials are available to students and staff.
- Maintains files and records (e.g. AUA, etc.) to provide current and timely information.
- Serves as the building library liaison and supports the IT Department and other agencies in meeting the needs of students.
- Assists the IT Department with distribution, collection, and repairs of student technology for the building in accordance with district standards.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- One year of office experience in a school setting preferred.
- Experience with technology in an instructional library environment preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Building Principal and Chief Technology Officer

April 2000
Rev. June 2008
Rev. December 2008
Rev. December 2015
Rev. May 2025