

**WALNUT VALLEY UNIFIED SCHOOL DISTRICT**

JOB TITLE: INSTRUCTIONAL MATERIALS CENTER TECHNICIAN

**BASIC FUNCTION**

Under general supervision of the Superintendent or designee, to oversee the operation of the District Media Center; to provide assistance to instructional staff and others in the use of instructional media equipment and in the development and creation of a variety of instructional materials; to perform a variety of responsible and technical functions pertaining to the processing, storage, and distribution of instructional materials and equipment; to assist staff in the preparation and production of a variety of materials, displays, illustrations, publications, and other media-related tasks; to assist in the preparation and exhibition of instructional materials and media; to relieve the Education Center Receptionist, as needed; and to do other related work as required. Incumbents in this classification processes and distributes a variety of instructional materials to instructional staff and others, which directly supports learning.

**ESSENTIAL JOB FUNCTIONS**

- Assists instructional personnel and others in the selection and use of instructional materials, computers and other instruction-related equipment (e.g., LCD projectors, Docucams, laminators, sound systems)
- Prepares special project materials, including layout, lettering, color design, and material selection
- Processes, and circulates media center materials utilizing an automated record keeping system
- Oversees student aides in the media center
- Establishes and maintains a variety of manual and automated records alphabetical, numerical, and subject matter files and records
- Performs a variety of simple accounting and monitoring functions
- Participates in in-service training programs pertaining to the use of specialized instructional media equipment, including laminators, spiral binders, and in the use of a variety of software and audio and video equipment
- Develops, produces and distributes newsletters and bulletins concerning the instructional materials special projects and activities
- Performs minor media center equipment maintenance and troubleshooting
- Performs a variety of creative and innovative functions in the preparation and display of instructional material samples, bulletin board ideas, interest, and activity center suggestions
- Assists staff in the planning and development or acquisition of instructional materials, lettering samples, and instructional display patterns and figures
- Assists in the selection and acquisition of media center supplies and equipment
- Prepares related correspondence and informational materials
- Participates in the evaluation of the media center collection and the disposal of obsolete materials.
- Performs a variety of clerical functions, including typing, recording, and abstracting of data, and other similar tasks
- Performs minor housekeeping tasks in maintaining the instructional materials center in an orderly, attractive, and safe condition
- Operates a console telephone switchboard receiving and screening incoming calls, transferring calls, responding to inquiries and/or taking messages, and making proper connections

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- Answers routine inquiries for the general public and assists them by providing directions to offices and persons from whom they may receive assistance
- Performs, a variety of general clerical functions, keyboarding, sorting, filing, record management and other related tasks
- Relieves and backs up the Education Center Receptionist as needed
- Performs other duties related to the class as assigned

### **JOB REQUIREMENTS – QUALIFICATIONS**

#### **Skills, Knowledge and/or Abilities Required:**

##### Skill to:

- Operate and instruct others in the use of instructional media equipment
- Utilize state-of-the-art data base, word processing and desktop publishing computer software
- Operate a console telephone or private branch telephone switchboard
- Perform innovative and creative design, layout, and illustration activities

##### Knowledge of:

- Policies, rules, regulations and processes pertaining to the acquisition, processing, circulation, and distribution of instructional materials, and media
- Methods, techniques, and procedures utilized in the preparation, display, and exhibition of instructional materials and media
- Materials, supplies, equipment and terminology commonly used in an instructional materials center
- Operation and use of audiovisual equipment and microcomputers
- Art ideas, design, layout, lettering and illustration methods, techniques, and procedures
- Modern office methods, procedures, and techniques, including the use of advanced computer technology
- Basic principles of employee motivation and supervision
- Correct English usage in both written and verbal form, spelling, grammar and punctuation
- District departments, general procedures, and personnel

##### Ability to:

- Utilize state-of-the-art data base, word processing and desktop publishing computer software
- Effectively operate and instruct others in the use of instructional media equipment
- Maintain an effective storage and circulation system for instructional media, materials, and equipment
- Establish and maintain cooperative working relationships
- Perform innovative and creative design, layout, and illustration functions and activities
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately

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- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

### **PHYSICAL DEMANDS**

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION REQUIREMENT**

#### Experience:

Two (2) years of experience in general clerical work, including experience in the preparation of instructional materials, and performing services requiring a familiarity with automated record management and operational systems and procedures.

#### Education:

Equivalent to the completion of High School, including coursework or training in office procedures, or other related areas.