

JOB DESCRIPTION
Grossmont Union High 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 Director, Educational Technology

Essential Functions

- Edits initial recording media using computer-based editing systems (e.g. educational video and audio presentations, slide shows, sports highlights, etc.) for the purpose of adding narration, music and/or graphics and creating products that meet time restrictions.
- Maintains District video archive and related inventory including reproducing tapes for distribution for the purpose of ensuring the availability and accurate inventory of departmental materials.
- Maintains inventory of replacement/disposable parts for the purpose of ensuring the ongoing operation of equipment.
- Operates sound system and/or multimedia presentations for district functions and committee meetings (e.g. setting up equipment, recording events, mixing, re-recording in alternate formats, duplicating, etc.) for the purpose of providing historical documentation of meetings and events.
- Oversees assigned projects and/or program components (e.g. teleconferences, maintaining equipment maintenance contracts, releasing equipment for repair, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Provides technical and physical support for the production of audiovisual presentations for the purpose of ensuring adequate coverage and expertise for productions.
- Records (audio and video) meetings, training classes, etc. (e.g. School Board meeting, graduation, committee meetings, awards ceremonies, etc.) for the purpose of developing materials suitable for presentation on local access television station.
- Researches audiovisual equipment, vendors, outsource facilities, and emerging technology for the purpose of recommending purchases, vendors/suppliers and being knowledgeable on developments in the industry.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Trains teachers, administrators and other staff on the use of audiovisual equipment (e.g. video projectors with computer, camcorder, dubbing, etc.) for the purpose of ensuring their ability to use new and/or existing equipment.
- Transports a variety of equipment and supplies (e.g. camera, stands, microphones, video projectors, screens, laptop computers, surge protectors, cables, etc.) for the purpose of ensuring the availability of materials required to complete assignment.
- 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

- Assists other personnel as may be required for the purpose of contributing to the efficiency and effectiveness 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 skills 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 basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: working knowledge of electronics and personal computers; basic graphic design techniques and typography; concepts of television video production; and English grammar and composition.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. Specific abilities 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; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working 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 40% sitting, 20% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

As required for position

Certificates & Licenses

Valid Driver's License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

11/10/2005

Salary Grade

Unit II 57