

TITLE: INSTRUCTIONAL MATERIALS VIDEO CLERK

QUALIFICATIONS:

1. Ability to operate variety of video tape equipment efficiently, to include filming, taping, duplication, etc.
2. Ability to film programs under direction of instructional supervisor or classroom teacher
3. Ability to follow oral and written instructions and exercise responsible judgment
4. Ability to work well with others
5. Ability to drive district vehicles for equipment delivery
6. Ability to operate other IMC equipment as needed

REPORTS TO: Administrator as assigned

JOB GOAL: To provide video and other media services beneficial to instructional program of school district

PERFORMANCE RESPONSIBILITIES:

1. Operates all available video tape equipment in knowledgeable and efficient manner
2. Films classroom and other instructional programs under supervision of certificated staff member
3. Duplicates taped programs using available equipment
4. Makes recommendations for needed equipment or supplies
5. Delivers video equipment to schools as scheduled
6. Assists in handling of instructional materials when needed
7. Assists in operating and handling other media equipment
8. Assumes responsibility for minor maintenance of equipment and reporting need for major repairs
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 22

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable