

TITLE: MEDIA TECHNICIAN

QUALIFICATIONS:

1. Ability to operate variety of audiovisual and other media equipment commonly used in production, editing and distribution of instructional materials
2. Experience in media production, audiovisual services, video editing/production or related field
3. Knowledge of practices, terminology, and procedures related to variety of audiovisual materials production and duplication
4. Ability to follow oral and written instructions and to exercise good independent judgment
5. Ability to establish and maintain effective working relationships with staff, students and public
6. Ability to operate district vehicles necessary for delivery of equipment

REPORTS TO: Administrator as assigned

JOB GOAL: To provide video and other media services beneficial to District instructional programs

PERFORMANCE RESPONSIBILITIES:

1. Works cooperatively with district staff to videotape classroom and other instructional programs, school activities, training tapes, and district promotional projects; edits and distributes videotaped presentations as required
2. Operates variety of media equipment and peripherals including but not limited to cameras, recorders, duplicators, projectors, sound mixers, televisions, editing equipment, studio equipment, computers and related software, etc.
3. Assists with district productions by operating video and other equipment; serves as control room and studio engineer
4. Performs routine equipment maintenance and minor repairs; reports major repair needs; makes recommendations for equipment and supplies
5. Assists in developing and serves as resource for web-based learning/training programs
6. Transports, sets up and programs equipment for use in presentations, inservices, school events, workshops and other district activities
7. Trains staff in operation of equipment as necessary
8. Maintains current knowledge of standards and trends in multimedia production areas
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; classified salary schedule, class 28

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.