

INSTRUCTIONAL MEDIA TECHNICIAN-ADVISER

DEFINITION

Assists certificated personnel and others in the production of instructional materials for classroom use; operates, maintains, and adapts photographic, recording, digital video editing and computer based multi-media equipment and applications; trains school personnel in the use of multi-media equipment; and advises on technical applications of media systems for instructional purposes.

TYPICAL DUTIES

Assists certificated personnel and others in the production and presentation of media material and equipment in an instructional program by:

- Advising personnel in the application of multi-media resources to specific classroom problems.
- Operating a variety of still and motion-picture and digital/video cameras, projection and sound equipment, videotape player/recorder decks, digital mixers, and character generators.
- Planning and maintaining in-service instruction programs in the use of instructional media materials and equipment in the application of various communication resources.
- Recording, duplicating, and editing multi-media audio/visual presentations to include charts, graphs, posters, voice-over narration, and graphic design.
- Creating multi-media instructional materials through the use of computer-based media authoring/publishing tools.
- Transporting and setting up media equipment for classroom use.
- Making media-related presentations to school or community groups.
- Taking still photographs; printing photographs; reproducing charts, graphs, and posters; and making titles and captions for visual instructional materials.

Assists certificated personnel in selecting, developing, and evaluating media systems for classroom use.

Performs simple line art and mechanical lettering.

Trains individuals in the care and use of media equipment for classroom use.

Maintains records including inventories of media equipment and materials and prepares necessary reports as requested.

Inspects media-related equipment and makes routine repairs.

May requisition materials and equipment.

May coordinate the technical functions of an instructional media unit.

May plan and schedule the work of lower-level classified personnel.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Instructional Media Technician-Adviser operates and services a variety of instructional media and media-related equipment, assists certificated employees with the production of instructional materials, and trains authorized persons in the technical application of multi-media equipment and systems.

A Display and Graphics Designer supervises and participates in graphic arts and photographic services.

SUPERVISION

Supervision is received from certificated personnel. General supervision may be exercised over lower-level classified employees. Functional supervision may be exercised over the work of students operating media equipment.

CLASS QUALIFICATIONS

Knowledge of:

- Training techniques applicable to instruction in media systems
- Techniques of designing instructional materials
- Applications of media systems to specific classroom needs
- Basic principles of electronics; photography; television and video-tape recording; and of graphics and design and multi-media authoring tool software applications
- Macintosh and Windows operating environments
- Workings of a computer network environment
- Safety rules and regulations relating to transporting, setting up, operating, inspecting, servicing, and repairing media equipment

Ability to:

- Train others in the effective operation of media equipment
- Plan the production of multi-media video-tape and other instructional media materials
- Plan and supervise effectively the work of an instructional media unit
- Operate still and motion picture cameras, projectors, and a variety of analog and digital recording equipment
- Inspect, service, and make minor repairs on media equipment
- Maintain accurate records and prepare reports

ENTRANCE QUALIFICATIONS

Twelve semester units or the equivalent number of quarter units of college level courses in computers, instructional technology, television, video-tape recording, cinematography, photography, sound engineering, computer aided animation, digital and analog editing systems, or related fields.

or

One year of experience in planning, organizing, or conducting formal instruction or training activities in which a variety of instructional media were utilized.

Special:

- A valid California Driver License.
- Use of an automobile.

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