

## Washington West Supervisory Union Job Description

**JOB TITLE:** Educational Technology / Library Specialist

**FLSA STATUS:** Non-Exempt

**UPDATED:** FY 2014

**POSITION OBJECTIVES:** To provide clerical and administrative support for the library media office and technical (audio-visual) service for the high school, coordinate all A/V functions, and perform district in-house equipment repairs and maintenance.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may be assigned.

- Organize the day to-day aspects of the library media office and provide key clerical and administrative support including, but not limited to: Answering phones; typing memos, assist IT department with A/V service requests; as needed, reports, forms and the like; maintaining department-wide calendar; scheduling set-ups and maintenance; compiling data for reports; cataloging and inventorying equipment; preparing and filing purchase orders; sending out correspondences including photocopying, collating, stapling, labeling; basic filing tasks; performing routine record keeping tasks; placing outgoing calls; distributing various written materials; opening and sorting mail; and the like.
- Set-up library media equipment and instruct faculty and students in use as needed.
- Perform regular maintenance, repairs and modification/enhancement of school library media equipment. Obtain outside service as needed for major repairs.
- Maintain auditorium lighting system. Run A/V equipment in auditorium during evening performances as requested.
- Record, edit and dub educational material for instructional use within copyright laws, taping off the air and live.
- Check in/out library media equipment to students and staff.
- Provide supervision and technical assistance to faculty, students, and clubs including but not limited to student news show, movie taping, video editing, and DVD/VHS production.
- Record and edit video for special events, instruction, and documentation as requested which may include evenings, and occasional weekend taping.
- Learn new library media and educational software as it becomes available.
- Other related duties as assigned.

Additional shared duties with IT department:

- Perform a variety of related technical functions for the District, such as assisting with cable installations, maintaining computers, and installing software.
- Maintain and set up school sound system for the gym, auditorium, athletic fields, cafeteria, library and school board meetings.
- Troubleshoot problems with the bells or PA system.
- Provide proper maintenance of the Vermont Interactive Learning Network.
- Maintain an interactive video hook-up to facilitate long distance learning and help implement cable system for student production on cable network.

**SUPERVISION RECEIVED:** General supervision is received from the Library Director, with some oversight from the Educational Technology Integration Specialist. During the summer months, supervision is primarily received by the Director of Information Technology.

**SUPERVISORY RESPONSIBILITIES:** No formal supervisory duties.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Associates or bachelors degree in electronics, media technology, audio-visual services, or other appropriate field, plus four to five years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Strong technical skills in electronics, audio-visual media; broad base of general mechanical skills.
- **Language Skills.** Ability to read, analyze, and interpret professional journals and technical procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- **Computer Skills and Experience.** Good general knowledge of audio-visual media, educational technology, and computer equipment. Familiarity with computerized informational and library cataloging systems. Ability to effectively record and edit video desirable.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.
- **Good basic organizational skills.** Ability to work independently. Ability to assist faculty, staff and students in the selection and use of media materials.

**PHYSICAL EFFORT AND STRESS:** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is frequently required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to effectively handle stressful situations and resolve conflicts.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions wet and/or humid conditions; moving mechanical parts; high, precarious places. The noise level in the work environment is usually moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.