

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Media Support Technician (W64)	Job Family: 6
Department: Instructional Support Services	Lane Placement: 7
Supervisor's Title: Consultant, Instructional Support Services	Contract: 242 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>Laura J. Johnson</u>	Date: <u>07/28/16</u>
ADA Review: <u>Janet Master</u>	Date: <u>12.5.16</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>7-28-16</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>11/5/17</u>
Original date: 01/93	Revised: 04/07
Revised: 07/16	Revised: _____

GENERAL FUNCTION

Under the general direction of the consultant, the **Media Support Technician** is responsible for coordinating, scheduling, and tracking audio-video equipment requested by District and school personnel for instruction, conferences, special events, meetings, etc. Researches, evaluates, and makes audio-visual equipment recommendations. Provides instruction, set up, operation and training of audio-video equipment. Troubleshoots and resolves audio-visual equipment issues utilizing District information systems staff as needed. Maintains and organizes audio-visual equipment, conducts inventory of equipment, and performs surplus of equipment as needed. Performs maintenance, cleaning, and authorized duplication of videos and DVDs for schools, media center, and District departments as needed.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Coordinate scheduling, check-out, tracking and return of District AV equipment to District personnel (e.g. laptops, mobile computer labs, Apple TV's, etc.).
- Set up audio-visual equipment to be used for presentations, in-service classes, and seminars provided at the District Office or elsewhere by District personnel.
- Provide instruction and training on how to properly set up and operate audio-video equipment.
- Organize, track, label and perform inventory checks on all assigned equipment. Surplus used equipment as needed.
- Answer questions, troubleshoot and give instruction by telephone or in-person.
- Assist District administrators and principals and authorized audio-visual patrons in solving problems with their audio-visual equipment.
- Perform limited maintenance on District's audio-visual equipment (e.g. track projector bulb life, maintain and clean videos and DVDs, etc.) Coordinate major repair problems with facility services.
- Research and evaluate new audio-visual equipment and make recommendations for equipment purchase to department consultant. Keep current on technology changes.
- Duplicate permitted videos and DVDs as authorized according to District policy and copyright laws for District media center, schools and departments as needed.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Coordinate technical support with the information systems department.
- Operate equipment in a safe manner to ensure safety of self and co-workers and avoid damage to products or equipment.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one year of formal training in related field (e.g., electronics, business, etc.) plus two years prior work-related experience with demonstrated competence in audio/video equipment setup, repair or operation or an equivalent combination of education and experience.
- Requires knowledge of audio-visual processes and equipment.
- Requires strong knowledge of computers and related equipment
- Ability to perform research and evaluation information.
- Must be able to multitask and handle multiple priorities in a timely manner.
- Requires mechanical aptitude in the general maintenance and operation of audio-visual equipment and computers.
- Must demonstrate basic competence in reading, writing, and math.
- Requires excellent interpersonal skills. Interacts with District personnel, administration and authorized presenters.
- Demonstrated competence in being proactive, motivated, organized and results-oriented.
- Ability to safely operate a variety of equipment.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard audio-visual equipment, computers, office machines.

Physical Requirements – Not limited to the following:

- Occasional lifting from floor to waist of 60 pounds, floor to shoulder of 45 pounds and floor to overhead of 30 pounds.
- Frequent awkward lift of 35 pounds and push/pull up to 100 pounds. Frequent Kneeling.
- Constant use of keyboard/mouse up to two hours, sitting up to two hours and walking.
- Occasional use of hand tools, fine motor dexterity and gripping/pinching up to 50 pounds.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.