

INSTRUCTIONAL RESOURCE CENTER TECHNICIAN

DEFINITION:

Under general supervision, orders, receives, processes, circulates and serves as a resource regarding audiovisual aids, and other educational media, materials and equipment; performs a variety of responsible clerical and paraprofessional duties related to these materials; assumes and performs related work as necessary or required.

CLASS CHARACTERISTICS:

The Instructional Resource Center Technician provides centralized support to teachers and instructional personnel in the acquisition and storage of audio visual, and educational media material to support the educational program district wide. The incumbent must have knowledge of existing library media resources and the operation of equipment necessary to duplicate and augment the available resources. The position provides training and/or support to teachers and others in the use of existing or new audio visual and educational media.

EXAMPLES OF DUTIES:

Assists teachers, instructional aides and others in locating and using audiovisual materials, resources and equipment found in the District Instructional Resource Center; *E*

Provides a reference resource regarding availability and use of books, multi-media and curriculum art supplies and various Materials. (Answers questions about available resources, books and media for specific standards-based curriculum and art for classroom use); *E*

Orders, receives, processes, publicizes, circulates, stores educational media, materials, art/curriculum supplies and equipment; *E*

Performs a wide variety of clerical tasks associated with ordering, processing and maintenance of educational media materials/curriculum/art lab supplies; *E*

Works with grade level teachers to update media/instructional materials to align with content standards; *E*

Works with program coordinators to locate appropriate instructional resources for use with a variety of enrichment and supplemental learning programs; *E*

Creates and/or supplies art/curriculum/media ideas for grade level standards based instruction and monthly meetings with other school districts in Orange and LA counties; *E*

Bills district schools & departments and private schools for curriculum materials used; *E*

Checks materials in/out, maintains an accounting and inventory of equipment and materials; *E*

Prepares requisitions and maintains inventories for art lab/media center/other programs; *E*

E denotes an essential function of the job.

Takes and fills material and equipment requests, recommends system for distribution/return of items; *E*

Assists Library Media Specialist in digitizing collections, preserving archives and improving methods of data storage and retrieval; *E*

Shelves, files, stores materials, books, equipment; *E*

Prepares samples of art/curriculum/multi-media ideas for instruction; *E*

Maintains and updates materials/ideas for instruction; *E*

Prints and laminates posters/banners for schools (may also assist in creating posters); *E*

Compiles data, reports, statistics regarding circulation/utilization and other matters; *E*

Assists in maintaining the District inventory of educational materials and book's, assists in school library inventories; *E*

Writes, publishes and distributes information to parents and community regarding programs at the direction of program coordinators; *E*

Duplicates records/instructional programming for classroom use; *E*

Attends workshops and seminars as necessary to keep current on curriculum /art/media procedures;

May monitor and coordinate the work of volunteers and assigned helpers;

May operate District vehicles.

SUPERVISION:

General supervision is received from Director, Instruction.

May monitor and coordinate the work of assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

Standard library terminologies, practices, procedures and filing systems;

Modern office methods, terms, equipment and procedures including a basic knowledge of word processing/database management;

Appropriate English usage, spelling, grammar and punctuation;

Basic cataloging principles;

Business office telephone techniques and etiquette;

Basic mathematics.

Ability to:

Effectively guide and assist others in the appropriate use of audiovisual and other curriculum aids;

Learn the operation, types and uses, of a variety of audiovisual, instructional media and word/data processing equipment used in a K-8 environment;

Learn curriculum and media materials reference sources;

Learn to perform basic maintenance on a variety of audiovisual and other library/instructional media equipment;

Work independently without supervision immediately available;

Perform difficult clerical work with speed and accuracy;

Maintain accurate files and records of advanced complexity;

Understand and follow oral and written instructions;

Keyboard at a net corrected speed of 40 wpm;

Establish and maintain cooperative working relationships;

Monitor and train staff in the use of library materials, systems and procedures.

EDUCATION AND EXPERIENCE:

Individuals possessing the knowledge, skills and abilities listed above are considered to possess the education necessary to succeed in this classification. Typically, many of these knowledge's, skills and abilities are acquired through one or more years of working experience in an office environment. Previous experience in a library/media setting is highly desirable.

LICENSES REQUIRED:

May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Frequently stands, walks and sits; occasionally stoops, bends and kneels; repeatedly bends and reaches over head; repetitively uses fingers on both hands simultaneously, twists or applies pressure with wrists and/or hands; frequently lifts, carries and/or pushes between 5-25 pounds; on occasion may lift up to 40 pounds; communicates clearly and is able to understand normal voice conversation; has depth perception, color vision/distinguishes shades, visual acuity sufficient to see small details in a typical library environment; uses a computer; works inside exclusively; is exposed to moderate amounts of allergenic dust; has direct contact with other district staff and may be exposed to minor contagious illnesses.

Last revision 9/18/01

Reviewed 12/09/04

Retitling & revisions effective 12/13/07