

**TECHNOLOGY/MEDIA ASSISTANT**

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**Range 16**

**DEFINITION**

Under the administrative supervision of the site administrator, or designee, this position is responsible for providing control of the media center and multimedia work stations. Requires a high degree of positive contact with students and certificated personnel.

**RESPONSIBILITIES**

- Provides assistance to teachers and students in the use of the facility and its equipment.
- Provides a variety of responsible, instructional, technical and clerical support activities to enhance the educational environment related to media and computer assisted instruction.
- Works with students and teachers in a group or individual basis.
- Assists students and teachers in using equipment and operating instructional software.
- Diagnoses simple computer malfunctions and performs minor computer maintenance.
- Supervises, monitors and maintains acceptable student behavior maintaining safe and orderly instructional environment..
- Provides instruction and training to student assistants.
- Coordinates with teachers to plan activities for students; schedules participation and assists in specific lesson planning and implementation.
- Plans and prepares materials for daily activities.
- Performs other duties as assigned.

**QUALIFICATIONS**

***Knowledge of:***

- General knowledge of curriculum operations.
- General characteristics of multi-media operations, including computers, word processing software and communication equipment.
- General needs and behavior of students.
- Standard office practices and procedures.
- Correct English usage, spelling, grammar and punctuation.

***Ability to:***

- Speak, read and understand sufficiently to successfully receive and provide information to and from students, staff, supervisor and the public.
- Operate all multi-media equipment
- Demonstrate and teach the use of multi-media educational and communication equipment and software.
- Perform minor computer maintenance and diagnostic operations to correct computer malfunctions.
- Assist in reinforcing necessary keyboarding operational skills in the use of computers.
- Operate basic office equipment such as telephone, copier, calculator, word processing equipment.
- Perform routine clerical work.
- Work independently and effectively with constant interruptions.
- Establish and maintain effective working relationships in performance of duties.

**LICENSE OR CERTIFICATIONS REQUIRED**

N/A

**EXPERIENCE:**

One year of experience working with microcomputers.  
Experience working with children in a multi-media setting is preferred.

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**EDUCATION:**

- Completion of the 12<sup>th</sup> grade, or equivalent.