

Killeen Independent School District Job Description

Job Title: JPLC Media Technician
Department: Academic Services
Reports To: Chief Academic Officer
FLSA Status: Non-Exempt

SUMMARY To maintain the KISD media center in such a manner that it is an aid to teachers in creating necessary materials for their teaching assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Instructs and assists teachers, staff members, and volunteers on how to use media center equipment, produce display graphics and how to use a variety of art supplies.

Uses and keeps clean and in good repair various media center machines to include laminators, poster maker, photocopier, transparency maker, Ellison letter presses, button makers, dies, computers, printers, and scanners.

Contacts repair and maintenance personnel to perform appropriate repairs.

Keeps media center in proper order by putting away dies, books, materials, etc. left out of order by personnel using the center.

Maintains sample bulletin boards for teachers on a monthly basis and other sample idea boards on a periodic basis.

Orders necessary supplies and types purchase orders to maintain equipment and services.

Maintains records and running balance of media center budget codes.

Unpacks and stores supplies in proper places.

Plans and budgets each year for various supplies, equipment, and services for the next calendar year. Submits plan and budget to the Chief Academic Officer.

Maintains an inventory and check-out system for the media center library.

Maintains an inventory of media center equipment.

Assists teachers in finding resources in the media center library for a particular need.

Assists teachers with computer software and graphics on media center computers.

Opens and locks center after closing Monday through Saturday. Maintains phone numbers for emergencies during evening and Saturdays when there is no supervisor in the building.

Maintains a list of substitutes and assistants to be called to cover the media center for staff absences. Oversees assistants and submits timecards for assistants to the Chief Academic Officer.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibilities; however, the Media Technician works closely with students, faculty, and volunteers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. There may be alternatives to the qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION or EXPERIENCE High school diploma or General Education Degree certificate (GED). Three years of Media Attendant related work or office work related field.

LANGUAGE SKILLS Ability to read and comprehend instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization, and parents.

MATHEMATICAL SKILLS Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, or hear. The employee is frequently required to walk; use hand to finger, handle or feel and reach with hands and arms. The employee is occasionally required to sit. The employee must occasionally lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may be required to be exposed to outside weather conditions, extreme cold, and extreme heat. The noise level in the work environment is usually moderately quiet.

OTHER QUALIFICATIONS Must take KISD teacher aide exam

Prepared By:	Joyce Walker, Auxiliary Staffing Specialist
Prepared Date:	October 23, 1998
Revised By:	Frank Crayton, Director for Auxiliary Personnel
Revised Date:	December 13, 2010

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.