

MULTI-MEDIA LAB TECHNICIAN

BASIC FUNCTION:

Under the direction of a Principal, provide curricular and technical support, educational resource materials and tutorial support in the school's multi-media lab; oversee the maintenance of the lab; compile data and prepare reports related to students; provide students with a variety of curriculum based options and alternative methods of learning.

REPRESENTATIVE DUTIES:

- Provide students with a variety of curriculum based options and alternative methods of learning including visual, auditory and manipulatory. **E**
- Compile data and prepare reports related to students and disseminate information to teachers and other staff members for use in the preparation of required school, District, State and federal reports. **E**
- Administer challenge testing activities; review forms to verify eligibility; prepare testing materials for students and explain testing procedures; monitor tests; score tests and record results according to established procedures. **E**
- Provide students with an overview of various subject requirements related to labs and distribute materials as needed including worksheets, DVDs, videos and audio equipment; review worksheets for content and accuracy; verify completion of assignments; type and file related documents. **E**
- Assist students with the proper operation of computers; explain computer program procedures, functions and keyboarding class requirements; monitor students as assigned. **E**
- Provide designated DVDs and videos for lesson plans; assist students in the proper operation of DVD and VCR machines. **E**
- Supervise students in the lab; assure proper behavior of students. **E**
- Perform clerical support activities related to the lab; compile, encode, process, prepare and maintain various records and reports, enter data into computer systems, duplicate and file materials, compose letters of recommendation as requested, prepare purchase requisitions and perform other clerical duties as assigned. **E**
- Assure the proper maintenance of lab and equipment; perform minor repairs and cleaning of equipment; inventory equipment including software, videos, DVDs and other equipment used in the lab; replace equipment and supplies as needed. **E**
- Oversee attendance procedures and prepare related reports; perform attendance accounting activities; assure accuracy of procedures and data input. **E**
- Assist students with research of various topics.
- Perform related duties as assigned.

KNOWLEDGE OF:

Tutoring students in assigned subject areas.
Proper operation of various computers, software systems and multi-media equipment used in the lab.
Computerized accounting programs.
District graduation requirements.
Laws, rules and regulations related to assigned activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.

ABILITY TO:

Provide curricular and technical support, educational resource materials and tutorial support in the school's multi-media lab.
Oversee the maintenance of the lab.
Administer challenge testing activities.
Compile data and prepare reports related to students.
Operate and assist students in the proper operation of various lab equipment.
Maintain control of a group of students.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school. College-level course work in computer science or related field and two years related experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Lab environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to observe students.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.

3/14/07
SMJUHSD
Range 16