

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT  
Human Resource Division

**MEDIA TECHNOLOGY SUPPORT SPECIALIST - MIDDLE SCHOOL**  
Job Description

**JOB SUMMARY:**

Under immediate supervision of the site principal and under the general direction of the Assistant Superintendent, perform a variety of technical and computer support duties in the maintenance and support of computer based instructional programs and online assessment; plans, directs, and accesses the technology and programs of the middle school's library media center, including organization, distribution, and storage of media technology and other educational resource materials to provide students access to a variety of quality learning options; acts as the site liaison with district technology staff by providing technical information and assistance in the operation of computers, Chromebooks and use of computer programs and applications, systems and equipment to students and staff; and, performs other duties as assigned.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Provide technical information and first level assistance to students and teachers concerning research, selection, location and equipment;
- Monitor and maintain acceptable student behavior in the media center;
- Check electronic devices and instructional materials in and out at the circulation desk;
- Maintain a clean and safe environment conducive to student learning;
- Operate a computer and assigned software;
- Respond to requests for media and instructional materials;
- Maintain files and records and prepare reports;
- Type or input data at an acceptable rate of speed;
- Work independently with little direction;
- Complete work with many interruptions;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Troubleshoot and communicate technology issues to appropriate site and district staff;
- Problem solve and resolve technology issues with support if necessary;
- Model appropriate behavior around and interact appropriately with middle school-age children
- Perform routine clerical and accounting work;
- Operate and assist with the use of audio-visual, photocopying and computer equipment;
- Represent and support the school and district in conversations with the public;
- Apply integrity and trust in all situations; and,
- Learn district organization, operations, policies, objectives and goals.

*Knowledge of:*

- Filing, indexing and inventory procedures;
- Accurate record-keeping and report preparation techniques;
- Reading levels, appropriate reference materials and systems and basic curriculum standards related to middle school students;
- Correct English usage, grammar, spelling, punctuation and vocabulary;

- Middle school library policies and objectives;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Operation of computers, peripherals and systems such as Google Apps for Education, MS Office and EADMS);
- Modern office practices, procedures and equipment, audio-visual equipment and modern media materials; and,
- Current media center methods, procedures and terminology.

Education and Experience:

- Minimum requirement: AA degree; OR Librarian Technician Vocational Certificate; OR two years equivalence of acceptable college coursework; OR successful passage of an acceptable rigorous assessment to meet the No Child Left Behind requirements; and, computer related experience and/or training.

Preference will be given to candidates who have:

- Bachelors degree and one year experience in technology support; OR two or more years experience in technology support; OR have two or more years experience in a library or media center environment.

**ESSENTIAL FUNCTIONS:**

- Oversee and provide library media technology services at the middle school media center; promote student usage of the library to assist students to achieve their personal best and learn at grade level and beyond.
- Perform a variety of technical duties in the maintenance, and distribution of technology related instructional materials at the middle school site.
- Track and inventory site technology-related equipment such as computers, Chromebooks, laptops, mobile devices, printers, projectors etc.; work with the support of the District technology department to facilitate ordering software and hardware supplies.
- Purge, dispose or surplus obsolete/damaged equipment and materials as needed and in accordance with District policies and procedures.
- Facilitate the installation of extensions and applications.
- Train staff and/or students in the use of technology equipment and/or software as necessary.
- Troubleshoot technology issues for local users. Contact district technology support staff for problems when appropriate.
- Provide technical assistance to students, faculty, staff and others in the selection, location and use of equipment; respond to inquiries and provide information and assistance concerning related practices, techniques, policies and procedures.
- Process, organize and maintain media and instructional materials; prepare materials for introduction to the site; input related information into assigned computer system.
- Assist students with researching instructional materials for classroom and research project use; and advise students in proper methods, practices and procedures for utilizing reference materials and systems.
- Assist teachers in researching instructional materials for classroom use as needed in support of students to excel in reading, writing and math; notify teachers of newly-arrived books, technology and media applicable to classroom topics or themes as directed.

- Support District and Site efforts with regard to online assessments such as benchmarks and state assessments; serve as a liaison between the site and the District office technology and curriculum and instructional departments.
- Provide training and assistance to students concerning the operation of computers and related printers, peripherals, internet functions and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as needed.
- Input, scan and update student, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.
- Communicate with students, staff, faculty and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including but not limited to a copier, laminator, fax machine, computer, document camera, projector, printer, scanner, and any other peripheral and assigned software; troubleshoot and resolve basic computer/technology issues; prepare and update backup computer data files as required.
- Assist with the monitoring and maintaining of acceptable student technology use in the computer lab.
- Support student afterschool use of technology.
- Coordinate and facilitate student support of technology with programs (such as Google Apps for Education, EADMS, etc..)
- Attend mandatory trainings as required by the position.
- Maintains appropriate student behavior and order in the media center.
- Facilitates a positive and welcoming school culture among students, staff and the community.
- Checks and maintains records of equipment sent to repair.
- Responsible for the training of library helpers, volunteers, students and parents.
- Promote school-wide literacy (including technology).
- Performs other related duties as required.

### **PERSONAL CHARACTERISTICS:**

Should possess personal characteristics generally recognized as essential for good public employees, including initiative, emotional maturity, dependability, confidentiality, flexibility, courtesy, good judgment, and ability to prioritize and work cooperatively with others. Must be able to work independently with little direction.

### **WORKING CONDITIONS:**

#### *Environment:*

- Middle school media center environment; constant interruptions; repetitive activities.

#### *Physical Abilities:*

- Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
- Ability to conduct verbal conversation;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time;
- Kneel or squat for extended periods of time;

- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;
- Lift and/or carry up to 10 or more pounds frequently;
- Lift and/or carry up to 20 or more pounds occasionally;
- Lift and/or carry up to 30 or more pounds infrequently;
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and,
- Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

\*\*Library/Media Center refers to a library, a media center, a computer lab or any combination of these.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.**

**Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.**

Salary: Range 19

Employment: 11 month employee (190 workdays)

***Board Approved: May 21, 2015***