

## **SCHOOL/INSTRUCTIONAL MULTI -MEDIA TECHNICIAN**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing technical assistance and training to school personnel using a variety of instruction automation and multi-media resources. An employee in this class is responsible for providing the ongoing technical assistance and support required to prepare personnel to develop, implement, and evaluate all components of an instruction automation plan. Work is performed under general direction with considerable leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

- Provides technical assistance to school districts engaged in planning, implementing, and evaluating school/instructional automation and multi-media resource management;
- Reviews and advises school districts with respect to the purchase of hardware and software;
- Assists school districts in the installation of school/instructional automation hardware and software;
- Provides ongoing maintenance and training for existing automation systems;
- Acts in an advisory capacity to school districts as a member of the county wide technology committee;
- Trains school district personnel in the use of school and instructional automation equipment; and associated software and multi-media resources;
- Trains district personnel in all aspects of telecommunications relating to school/instructional automation;
- Develops and enhances the ability of school districts to share resources via automation and telecommunications;
- Assists school districts in developing standards with respect to school/instructional automation hardware, software, related communications and multi-media resources;
- Assists with the operation and maintenance of compressed video and distance learning systems;

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### **Page 2**

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the operation, care, and adjustment of desktop personal computers/micro-computers and peripheral equipment including printers, CD-ROMs, modems, lap top computers, scanners, and LANs; good knowledge of multi-media resources used in school, including such resources as VCR, camcorders, LCD projectors, pro-image printers, overhead projectors, opaque projectors, sound systems, and compressed video systems, and distance learning systems; good knowledge of DOS, MS-Windows, NOVELL Netware, IBM ICLAS, and WINDOWS NT; good organizational and planning skills; basic mechanical aptitude; and ability to establish and maintain working relationships with others.

#### MINIMUM QUALIFICATIONS: Either:

- (A) Certification as a NOVELL CNE (Certified Network Engineer) or comparable training and certification; or
- (B) thirty hours of post high school academic/technical credits in course work related to computer technology, and one year of experience in the operation and/or maintenance of computers and/or multi media resources; or
- (C) five years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.