Media Technician, A/V <->Instructional Technology Specialist ->> Crosswalk

The crosswalk below illustrates how the duties in the Media Technician, AV job description are addressed in the Instructional Technology Specialist job description.

MEDIA TECHNICIAN, AUDIO/VISUAL

JOB SUMMARY

Under general supervision, perform a variety of functions associated with circulation, distribution and recovery of audio-visual materials. Receive limited supervision from supervisor within a broad framework of standard policies and procedures. Perform various activities associated with media distribution to include audio and video hardware and software; operate audio and visual equipment; minor repair of electronic equipment and repair of film; accurate record keeping and inventory control.

EXAMPLES OF FUNCTIONS

Essential Functions (Where covered in Instructional Technology Specialist JD)

1. Receive, record and process requests for audio-visual equipment, including videotape equipment, DVD, artifacts, exhibits, study prints, cassettes, CDs and videoconferencing equipment (in classrooms). 1, 3, 14, 17

2. Adhering to copyright laws, duplicate CDs, DVDs, VHS tape and transfer media from one format to another 1, 11, 17

3. Record off air and satellite transmissions. 1, 11

4. Train and assist instructors and students in use of audio-visual equipment and its operation. 2, 10

5. Notify division, department and unit regarding changes in scheduling and/or availability of equipment. 11,17

6. Schedule usage of hardware and software; coordinate and participate in the delivery, operation and pickup of audio and video hardware and software to support instruction and other events. 15, 17

7. Maintain and clean electronic equipment located in classrooms to include computers, projectors, monitors, document cameras, and older equipment. 14, 17

8. Consult with instructors and administrators in researching equipment, design, and upgrades for classroom use college-wide; recommend and select appropriate equipment. 11, 17

9. Prepare audio-visual materials for delivery, shipment, and mailing; record information; oversee and control hardware and software inventory; maintain accurate inventory. 15

10. Receive, check in, and monitor condition of instructional equipment and media; repair equipment, report damage to or loss of equipment; recommend replacements. 15

11. Prepare equipment and media for returns; verify the timely return; trace lost or late equipment; process extension. 15

12. Train and oversee the work of student employees. 2, 17
13. Set up and operate sound board and equipment in the theater. 17

Instructional Technology Specialist

1. Under general direction, perform the setup, operation and maintenance of computer labs, smart classrooms, peripherals and other instructional equipment. Assist faculty and students with integration of technology into instruction. Receive limited supervision within a broad framework of standard District policies and procedures.

EXAMPLES OF FUNCTIONS
Essential Functions

2. Provide orientation regarding the installed technical tools for faculty, staff and students in the assigned lab; serve as an instructional technology resource for faculty, staff and students as it pertains to the specific area of instruction; conduct in-service training programs for faculty and staff including workshops and demonstrations.

3. Receive, respond, prioritize, and follow through on faculty and staff requests/inquiries related to the use, modification, and /or enhancement of hardware and/or software.

4. Provide effective and timely resolutions to assigned tasks which may include, but are not limited to, preparing desktop computers for use; installing operating systems, software applications, and basic software tools.

5. Troubleshoot and maintain software and computer-related hardware as needed; assist faculty and other staff in troubleshooting less technical problems; test systems to insure functionality in the technical environment; maintain/clean printers and associated software and hardware in assigned area to include ordering/replacing cartridges, drum kits and other items as needed.

6. Maintain a current working knowledge of technology developments, as it relates to the assigned area.

7. Develop understanding of the subject matter being taught, as it pertains to the technology being used, in the lab and the smart classrooms in the assigned area; respond to student questions about subject matter as it pertains to the technology being used.

8. Collaborate with campus Information Systems staff in selection of technology hardware and software and in decisions regarding networking, security strategy, computer set-up, desktop design and related technology issues; obtain vendor price quotes on software application/replacement parts, some new equipment and technical service on PCs and/or Macintosh computers and all peripheral equipment.

9. Develop, implement and maintain student network used in assigned lab (e.g., install server software, set user rights and privileges, install user application/modules, write logon scripts, install upgrades and patches, perform backups, and perform appropriate non-warranty hardware repairs) including a strategy for appropriate system security. Develop and maintain graphical user interface for students, integrating web sites, software, and faculty-developed course materials.

10. Provide content and create tutorials for using equipment and software; provide access to electronic information, general Internet use and instruction through network/Internet technology.
11. Assist faculty in technical aspects of developing instructional materials for workshops and curriculum projects for use in the classroom, maintaining and implementing instructional web sites and strategies, and selecting/implementing new software and hardware; assist faculty and staff in the development of alternative teaching delivery methods and technologies.

12. Write memos and reports; assist with writing system configuration diagrams as needed.

13. Report network failures and assist Network Engineers in maintaining network stability in assigned area.

14. Install, operate and maintain a variety of computers, audio/visual equipment, scanners, document cameras and other peripheral equipment in the assigned labs and smart classrooms; answer questions about faculty and staff computers installed in the lab.

15. Maintain and update a database of hardware inventory and repair history; maintain a physical library comprised of all media and documentation of all application software, operating systems, custom scripts, custom applications and commercial applications used by students and staff.

16. Make appropriate requests to various departments within the College for assistance with student/faculty furniture, lighting, installation of some equipment in assigned area.

17. **Other Duties**

Perform other related duties as assigned.

Create multimedia productions, if directed to do so, based on instructor content.

Participate on committees as required.