VISTA UNIFIED SCHOOL DISTRICT

INSTRUCTIONAL MEDIA TRAINING AND SUPPORT SPECIALIST

DEFINITION
Under general supervision, to plan, organize and conduct support and training for District Instructional and Library Media personnel pertaining to the automated circulation, cataloging, and other specialized and technical computer programs; to update and maintain the District instructional media computer software systems and computer application software; to plan, organize and develop a training curriculum and materials for the District IMC software applications; to assist in all phases of user support regarding specialized hardware and software systems; and perform other related duties as assigned.

ESSENTIAL DUTIES
•Coordinate and perform user training of instructional materials and library media computer and software systems.
•Plan, organize, develop, implement, and maintain standard procedures and guidelines for user technology training.
•Research, organize, and develop a training curriculum for District automated instructional media and library media systems.
•Provide technical user hardware and software support.
•Assist with the installation of computer hardware, peripherals, and application software.
•Review, test, and recommend specialized library media computer hardware and software programs.
•Assist with the development of the District library media network to support the automated instructional materials and library media system.
•Review, monitor and back up the automated circulation programs and systems.
•Download vendor classification files, or perform cataloging using a machine readable cataloging process.
•Finalize the processing of the District library collections by assigning school site detail, bar coding, and verifying the book spine labels.
•Review, monitor, audit, and evaluate instructional material and library media automated systems and offer recommendations to improve the efficiency of the operation.
•Plan, organize, prepare, and present regularly scheduled management related reports.

QUALIFICATIONS
Knowledge of:
Methods, procedures, and techniques pertaining to training regarding local area networks, computer hardware and software application systems;
Library media information technology trends, practices and procedures;
Computer technical documentation, and computer hardware and software standards;
Specialized library media computer operating systems;
English usage, spelling, grammar, punctuation and arithmetical processes.

<u>Ability to</u>:
Effectively and efficiently organize and conduct specialized information technology training and support processes;
Test, analyze, and interpret computer hardware and software problems, and determine problem solutions;
Evaluate and recommend computer hardware and software systems based on system needs;
Perform arithmetical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- •Persons performing service in this position classification will exert 20 to 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- •This type of work involves sitting, but will involve walking and standing.
- •Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.
- •Must have a full range of motion in the upper extremities

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION
Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

<u>Experience</u>:
Four years of experience in an instructional materials or library media center, including one year of experience performing training and support for users of an automated library circulation and cataloging system.

<u>Education</u>:
Equivalent to the completion of an Associate of Arts degree, or a minimum of fifteen (15) units of course work in computer science, library media computer applications, and computer networking.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment:
Insurability by the District's liability insurance carrier.