

INSTRUCTIONAL RESOURCE ASSISTANT – AUDIO VISUAL

DEFINITION

Under supervision, to coordinate and provide audio visual media services to District personnel; to maintain audio visual library; and to perform related duties as required.

EXAMPLES OF DUTIES

Purchase, receive and store audio visual media; issue audio visual media to authorized personnel; provide assistance in locating and preparing desired audio visual media and in the operation of audio visual equipment; schedule and supervise delivery of audio visual media to school sites, packaging media for shipment and inspecting it upon return; repair, replace and maintain audio visual library materials; record programs as requested; duplicate cassette and District produced video tapes; conduct equipment inventories; type memoranda, letters and reports; process requisitions and work orders; maintain files, records and inventories; prepare information materials on availability of audio visual materials; meet with vendors to preview audio visual material; assist in the coordination of preview materials for preview committees; attend audio visual media conferences and exhibits; may use personal vehicle to pick up and deliver media materials.

QUALIFICATIONS

Knowledge of

General systems for cataloging audio visual materials; operation of audio visual equipment; simple audio visual repair; terminology, materials and equipment common to audio visual media; correct English, grammar, spelling and punctuation; modern office methods, procedures and practices and office automation.

Ability to

Guide and assist instructional personnel in the use of audio visual materials and equipment; make arithmetical computations; work under pressure of deadlines; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience

One year of experience which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade.

Physical Performance Requirements

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting, and twisting. Lifting of office supplies and other work related

materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License, if required.

Board Approved: June 28, 1978

Revised: June 7, 1990

Revised: February 10, 1998, effective March 1, 1998

Revised: February 8, 2005 effective March 1, 2005

Revised: September 17, 2019, effective October 17, 2019