

INSTRUCTIONAL RESOURCE TECHNICIAN I

DEFINITION

Under general supervision, to provide advice and assistance to school personnel in utilizing the resources of the curriculum, computer labs, graphic arts and photography areas of the Instructional Resource Center; and to perform related duties as required.

EXAMPLES OF DUTIES

Instruct and demonstrate production of various instructional materials and equipment in assigned areas, including curriculum, computer labs, graphic arts and photography areas; conduct in-service training on proper use of lab equipment and demonstrate software programs available; schedule use of computer lab; set up new computers, installing software as required; identify computer problems, making minor repairs and inspecting and disinfecting computer disks as necessary; assist in selection and acquisition of supplies, materials and equipment; maintain inventory of computer, curriculum and graphic arts supplies and materials; maintain reference materials and samples for classroom use; design and arrange displays, bulletin boards and demonstrations; design visual and graphic materials, preparing titles and text using freehand lettering and mechanical devices.

QUALIFICATIONS

Knowledge of

Concepts of instructional materials and production and graphic arts; terminology, techniques, equipment and materials used in production of instructional materials; operation of related equipment, including laminators, binders, copiers, cutters, scanners, laser printers and disc, opaque and overhead projectors, transparencies, slide reproduction equipment and other instructionally related equipment; operation and minor repair of microcomputers and related peripheral equipment; 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 curriculum and computer labs and graphic arts resources; translate the instructional materials needs of teaching personnel based on resources available in the Instructional Resource Center; design, prepare and layout visual materials, including charts, signs, graphs, brochures, transparencies, slides and other camera ready materials; operate curriculum and computer lab equipment and graphic art tools; set up computers and install software; work under pressure of deadlines; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

Experience

Two years 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

Considerable standing, walking or sitting much of the time with some bending, stooping, squatting, and twisting. Lifting often involved. Weight of materials will vary, with employees regularly lifting and maneuvering 20 to 30 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