

MEDIA/AV* TECHNOLOGY SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is technical work with responsibility for managing a variety of educational and administrative media in a school district. Duties include providing technical assistance and training to users of media and technological equipment such as computers, tablets, SMARTboards, weather stations, TV broadcast equipment, AV equipment etc. Incumbent is responsible for ongoing research and development, helpdesk, creating and providing training programs, troubleshooting and repair of equipment, advising faculty and staff with regard to technology integration. This position involves considerable contact and interaction with administrators and officials, staff, and students. Work is performed under general supervision. Supervision is not a responsibility of this position. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develop and increase integration and use of media and technology into curriculum and educational programs through research and collaboration with faculty;

Install, maintain, update, repair and manage equipment including but not limited to desktops, laptops, iPads, projectors and SMARTboards;

Maintain and monitor inventory records, and manage technology replacement and update plans;

Maintain and oversee operation of District's television station;

Provide technical support to faculty and staff members, including assisting with Help Desk responses;

Develop and implement training programs, classes and seminars for faculty and staff with regard to technology and media in educational curriculum and related topics;

Assist with budgetary planning and recommendations;

Serve as Administrator for certain applications and programs, as assigned;

Prepare video recordings of Board of Education meetings and upload to District website and cable television station within reasonable timeframe;

Supports school- or department-specific applications such as weather stations, instructional technology, training technology, audio-visual equipment, computer laboratories, website maintenance, etc.;

Performs a variety of related duties as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of computer software and hardware operations, analysis and troubleshooting computers, audio-visual technology, network devices and other peripheral equipment; good knowledge of trends in educational technology and applications to high school curriculum; good technical aptitude and ability stay current with changes in technology; ability to install, configure, maintain, repair and upgrade a variety of computer hardware and software, audio-visual technology, network devices and other peripheral equipment; ability to analyze and troubleshoot computer and technology problems and plan or take corrective action; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships; initiative; resourcefulness; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and two (2) years of experience working with computer software/hardware applications and/or analysis in a school or educational environment; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience working with computer software/hardware applications and/or analysis in a school or educational environment; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

SPECIAL REQUIREMENTS:

1. Current certificate as Google Educator Level 1 or 2;
2. Proficiency with both Mac OS and Windows operating systems;
3. Proficiency with Google Applications, video editing software, Adobe graphics/illustration software; DVD creation, duplication, file transcoding; web streaming and live stream broadcasting equipment; Microsoft Office.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.