

| FNSBSD JOB DESCRIPTION | |
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| <i>Job Title:</i> Deaf and Hard of Hearing Program Media Technician- Special Education | |
| <i>Supervisor:</i> Executive Director of Special Education | <i>Classification:</i> Classified (ESSA) |
| <i>Days/Months:</i> 10 months | <i>Grade:</i> 8 |

Job Summary

The Deaf and Hard of Hearing Program (DHH) media technician assists the executive director of special education and other specialists supporting the DHH Programs in maintaining the physical and digital collections and services of the special education and DHH libraries. Assists administration, teachers, staff, students, and parents in the use of library resources. Assists the DHH specialists in providing support and training to the district staff.

Essential Job Functions

Circulates all SPED/DHH collections to district staff, schools, families, and students. Assists in maintaining equipment and resources.

Assists with SPED/DHH collection development, including selection and de-selection of materials under supervision of executive director and DHH specialists. Initiates purchase orders and makes local purchases with P-Card.

Creates and maintains a record filing system and inventory for all materials being circulated, all software purchases and service maintenance agreements (SMA), and other devices & services obtained.

Assists in preparations of all stages of professional development, including district-wide and local school trainings. Provides individual or small group training on specific equipment and programs.

Initiates work orders and coordinates with network service and information system technical staff as well as manufacturer support persons.

Trains staff on how to use equipment at the beginning of the year and follows up with staff throughout the school year regarding the effectiveness of the equipment supporting student needs. Sets up sound systems in classrooms to support students.

Performs basic troubleshooting of equipment for multiple schools. Maintains comprehensive service plans and completes other equipment forms (such as LOST/replacement/new order).

Checks equipment in and out using Destiny and updates Destiny entries as necessary. Collects and stores materials at the end of the school year.

Communicates closely with staff supporting the DHH program and teachers and staff on various campuses.

Non-Essential Job Functions

May provide input on personnel, inventory, and equipment needs and make purchasing recommendations.

Performs other job-related duties as assigned including navigating PowerSchool to assign equipment to appropriate staff and arranging times to meet with staff.

Equipment Used

Mac and PC computers, tablets, projectors, and a variety of specialized DHH related devices; scanners, copiers, Microsoft Office suite and OCR processing software, as well as other digital multimedia equipment.

Independent Decisions

Independent judgment is expected within the scope of the job. Troubleshoots technology used in library settings and determines needs for repair and or upgrades.

Primary Working Contacts

Works in collaboration on a daily basis with DHH specialists and special education staff; occasional contact with administrators, other school staff, students, parents, and public.

Responsibility for Cash, Equipment, Safety

Basic maintenance and management of computers, servers and various technology equipment. Maintains inventory of SPED/DHH equipment and tracks the circulation of equipment loaned to district staff and borough families.

Supervision Received and Exercised

None given; supervised by the executive director of special education and receives oral and/or written instructions from the coordinator and professional staff serving the DHH Program.

Unusual Working Conditions

Work is mostly performed in a normal school setting with regular travel to local schools to deliver or maintain equipment and/or train school staff.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Two (2) years of postsecondary education in computer/educational technologies or in

the use of devices designed to support students who are deaf or hard of hearing.
Comparable experience may be substituted for education.

2. Two (2) years of experience working in a school setting.
3. Must have a basic knowledge of database and server management.
4. Knowledge of library acquisitions, cataloging, processing, circulation, inventory, and collection evaluation.
5. Must possess excellent organizational skills and written/oral (in English) communication skills.
6. Excellent skills using PC and Mac computers and a variety of multimedia technologies.
7. Must have the ability to multi-task and re-prioritize work as needed.
8. Must be able to work independently and under stressful conditions such as meeting deadlines, completing work amidst numerous interruptions and reactivating failed systems.
9. Must be able to establish and maintain effective relationships with coworkers and the public.
10. Must be able to travel to various schools and offices within the Fairbanks North Star Borough. While driving on district business, a valid driver's license as well as current insurance and vehicle registration is required.

The following are preferred:

1. Training and/or experience with devices used to assist individuals who are deaf or hard of hearing.
2. Experience with Destiny or similar school library management system, AppTrack, iOS.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.