

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Media Production Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
REVISED:	July 1, 2005		

BASIC FUNCTION:

Provide assistance to the instructional program in a multi-media production center or lab.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work with individual pupils or groups of pupils in a media production center or lab. **E**

Assist in providing media production services for pupils and staff; may assist in distributing, demonstrating the use of, and operating any combination of the following equipment: television cameras, monitors, television studio lighting systems, microphones, audio and video tape recorders and players, editing equipment, CD players, tape duplicators, 35 mm cameras, projectors and related equipment, reel-to-reel recorders, and other equipment related to multi-media activities. **E**

Operate computer equipment; laminate and make transparencies. **E**

Assist in recording and photographing school activities and groups. **E**

Clean, make minor repairs to, and provide routine maintenance on audiovisual equipment. **E**

Assist with the maintenance of equipment records. **E**

Assist in maintaining orderliness of the media production facilities. **E**

May assist with the designing of bulletin boards, posters and flyers.

Supervise pupils at assemblies, on field trips, and in the work, lunch, or play areas. **E**

Participate in staff development programs as directed. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma/GED and a passing score on the San Diego City Schools Classroom Assistant Proficiency Exam (CAPE) **or** an Associate's Degree (or higher) **or** 48 or more eligible units of coursework at a recognized college or university.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Media production services.
Reading and writing English communication skills.

ABILITY TO:

Quickly learn basic technical operations of a variety of multi-media production equipment and computer applications.
Demonstrate enthusiasm for and interest in the instructional program.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day.