

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Media Services Supervisor	<b>REPORTS TO:</b>	Director
<b>DEPARTMENT:</b>	Instructional Media Center	<b>CLASSIFICATION:</b>	Supervisory
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	12 Months
<b>BOARD APPROVAL:</b>		<b>SALARY:</b>	S-48/Supervisory Salary Schedule

**BASIC FUNCTION:**

Plan, organize, coordinate and direct technical media services for District sites, administrators and educational services, including public relations with school sites; prioritize and schedule media services; train, supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

Plan, organize, coordinate and direct technical media services for District sites, administrators and educational services; assure proper operation of technical audio-visual equipment. *E*

Prioritize and schedule media services; coordinate the production and maintenance of video presentations, equipment and related media programs. *E*

Provide information and in-servicing to District school sites on proper operation and set-up of video, sound and related systems. *E*

Coordinate set up activities for large inter and intra-District presentations. *E*

Train, supervise and evaluate the performance of assigned personnel; process personnel records; participate on interview panels; make recommendations for hiring, terminations, discipline and promotions according to established procedures. *E*

Research and test new audio-visual equipment; make recommendations for purchase; provide information regarding new equipment. *E*

Develop specifications for new and obsolete audio-visual equipment. *E*

Serve as liaison between instructional support services and District sites. *E*

Design, prescribe and implement plans for most effective use of conference and large activities.

Work with equipment manufacturer representatives in keeping updated on the latest equipment.

Establish liaison with area video engineers, public school and college audio-visual/video technicians and local cable and wireless companies.

Demonstrate latest equipment to school sites and administrators.

Provide technical specification to District and site personnel for installation of video, sound, lighting and networking.

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in media production or closely related field and four years increasingly responsible experience in audio-visual production and electronics repair work.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Media production methods and techniques.
- Copyright laws, rules and regulations.
- Adult and child media laws.
- Principles of training and providing work direction.
- Audio visual equipment and modern media materials.
- Function, operation and maintenance of an instructional media center.
- Record-keeping techniques.
- Basic research methods.
- Technical aspects of field of specialty.

**ABILITY TO:**

- Plan, organize, coordinate and supervise technical media services for District sites, administrators and educational services.
- Prioritize and schedule media services.
- Operate, adjust, service and circulate audio visual equipment and media materials.
- Train, supervise and evaluate personnel.
- Observe health and safety regulations.
- Maintain current knowledge of technological advances in the field.
- Maintain records and prepare reports.

**WORKING CONDITIONS:**

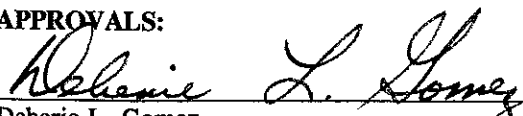
**ENVIRONMENT:**

Indoor and outdoor work environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Climbing ladders and working from heights; standing for extended periods of time; dexterity of hands and fingers to operate audio-visual equipment; hearing and speaking to exchange information.

**APPROVALS:**

  
 \_\_\_\_\_ 8/5/96 \_\_\_\_\_  
 Deberie L. Gomez Date  
 Associate Superintendent, Division of Human Resources

  
 \_\_\_\_\_ 8/5/96 \_\_\_\_\_  
 Charles E. McCully Date  
 Superintendent

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