

BELLINGHAM PUBLIC SCHOOLS
Bellingham, Washington

JOB DESCRIPTION

POSITION: PARAEDUCATOR, MEDIA SERVICES/DRAMA,
LEVEL IV (Sehome and Squalicum High Schools)

REPORTS TO: Building Principal or Designee

RESPONSIBILITIES:

1. General

- a. Organize media equipment for maximum accessibility and accountability.
- b. Schedule use of equipment in the building and plan system of delivery and pick-up.
- c. Provide preventive maintenance of equipment and advise replacement when appropriate.
- d. Maintain program equipment, complete simple repairs, and send equipment to District library media services as necessary for repair.
- e. Assist with operation of equipment in emergency situations.
- f. Maintain equipment inventory.
- g. Prepare media equipment for in-school and after-school productions.
- h. Review policies and procedures for media equipment circulation with supervisor.
- i. Confer with teachers and supervisor regarding selection of media equipment.
- j. Keep informed of new developments in the technical field and prepare recommendations for supervisor and building principal.

2. Instructional Materials

- a. Coordinate orders for District and non-District materials; advise teachers of confirmation, delays, etc.
- b. Coordinate interschool circulation of materials within District.
- c. Help students and teachers locate District instructional materials

RESPONSIBILITIES: (Continued)

- d. Issue, receive, and recall instructional materials on preview; maintain circulation records; and return on appropriate date.
- e. Provide assistance for students and staff in the production of multimedia projects.

3. Facilities

- a. Maintain equipment usage schedules.
- b. Arrange for media equipment necessary for building meetings.

4. Production

- a. Videotape programs for classroom use.
- b. Operate video equipment and assist in video production.
- c. Videotape school meetings, speakers, and performances when requested.
- d. Assist teachers in preparation of media presentations by giving technical guidance in planning and production.

5. Other

Perform other related tasks and responsibilities as designated by the Principal, or designee.

QUALIFICATIONS:

- 1. High school diploma or equivalent (GED).
- 2. Two (2) to four (4) years of post-secondary preparation, specialized training, or equivalent experience in specific job-related subject matter, or combination thereof.
- 3. Demonstrated knowledge of the following preferred:
 - a. Audiovisual equipment and procedures;
 - b. Multimedia equipment and integration with computers;
 - c. Video production equipment;
 - d. Computers and software loading procedures.

QUALIFICATIONS: (Continued)

4. Has, in the judgment of the administration, demonstrated aptitude and competence for assigned responsibilities including the ability to:
 - a. Relate and communicate effectively with staff, parents, and students;
 - b. Exercise pleasant and tactful telephone manners and other effective public relations skills;
 - c. Work with frequent interruptions and changes in assignments.
5. Ability to lift and carry 25” television up and down flights of stairs.
6. Demonstrated evidence of good habits in job attendance and punctuality.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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