

# MONTEREY COUNTY OFFICE OF EDUCATION

## INSTRUCTIONAL MULTIMEDIA INSTRUCTOR MEDIA CENTER FOR ART, EDUCATION & TECHNOLOGY (REGIONAL OCCUPATIONAL PROGRAM / BTOP)

**CLASSIFICATION:** Certificated

**SALARY LEVEL:** Trainers/Teachers \$25.00 - \$34.10 per hour

**WORK YEAR:**

### DEFINITION

The Instructional Multimedia Instructor is responsible for training and instructing students and adults at the MCAET facility and at satellite locations. Instructors will deliver highly qualified multidisciplinary training in basic computing, internet and media literacy skills; and entry-level multimedia production including graphic design for print and electronic media, digital audio and video production, electronic photography, and digital animation. The instructor will perform functions associated with delivering regularly-scheduled lesson plans and performance assessed instruction. Instruction will be based on California State Standards on Visual and Performing Arts, Career Technical Education Arts, Media and Entertainment Pathway.

### SUPERVISOR

MCAET Director and BTOP Project Coordinator

### POSITIONS SUPERVISED

None

### QUALIFICATION REQUIREMENTS

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### EXAMPLE OF DUTIES

Essential Duties: The following is a list of duties that is representative of the position that includes but not limited to:

Develop daily assignments. Travel to work sites throughout Monterey County. Responsible for providing instructional training of volunteers, teachers, interns, senior citizens and students in the MCAET program using curriculum guidelines as specified by the MCAET Director. Provide training in pedagogical theory and technique, the ability to write and evaluate the performance of students. Develop and learn training in specific learning styles to include differentiated instruction. The ability to

work as a team member with other instructors in interdisciplinary projects and professional learning collaborations. Provide digital arts and media instruction including graphic design, web design, digital photography, video, audio, digital animation, and basic computer and internet literacy for all enrolled participants; provide instruction in the operation of equipment necessary to develop electronic programs; submit quarterly to a Professional Development Plan to insure current skills and knowledge in a multimedia production which includes digital computer enhancement, high definition computer enhanced animation, and video and social computing skills and on line ethics; maintaining appropriate instructional records and files. Guide students through project-based learning curriculum so that students design develop and deliver collateral materials, web sites, podcasts, and video or audio broadcasts for radio and television. Emphasize workforce preparation and instruct students in portfolio development, communications and high performance organization workplace skills. Assist Program Coordinator with marketing and outreach plans including help with creative development of design and development of logo, theme, collateral materials, and key messaging.

### OTHER DUTIES

The person may be assigned other duties as they relate to the essential duties of the position.

### PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines including micro-computer keyboard and various television production and associated equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; physical agility to push/pull, squat, twist turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit and stand for prolonged periods of item; physical tolerance to be exposed to dust, pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### REQUIRED QUALIFICATIONS

#### Education and Experience

- Advanced computer skills including social media, internet, digital-mediated design, video and audio editing and word processing
- Two (2) years in multimedia production
- Credential in Arts and Entertainment
- One (1) year of professional field experience in marketing, communication design, graphic design, production design, digital animation and/or video production
- Three (3) years of teaching experience in a related field
- Career Technician Ed Certification

- Career Technician background and at least three (3) years of full time experience in the related field

#### Other Qualifications

- Posses a valid California Driver License
- Provide proof of automobile insurance
- First Aid Certification

#### Knowledge of

- Best practices of instruction
- Multidisciplinary training in basic computing
- Internet and media literacy
- Entry level multimedia production in graphic design for print and electronic media
- Digital audio and visual production
- Electronic photography
- Digital animation

#### Ability and Skill to

- Develop lesson plans that meet the individual needs of a student(s)
- Provide creative approaches to effective lessons
- Provide a positive learning environment
- Possess effective conflict resolution skills
- Demonstrate adaptability to various learning environments
- Interact with and maintain cooperative relationships with all levels of staff and public
- Communicate effectively in the English and Spanish languages both orally and in writing
- Proficient in a variety of multimedia and commercial software applications including some but not all of the following: Adobe Creative Suite 3 (or greater) including: Photoshop, Dreamweaver, In Design, Illustrator, Flash, Fireworks, Acrobat, Bridge, Device Central Version Cue, Final Cut Pro, Apple iMovie, Pro Tools, Microsoft Office Suite and Phantasia