

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL MULTIMEDIA INSTRUCTOR MEDIA CENTER FOR ARTS, EDUCATOR & TECHNOLOGY

CLASSIFICATION: Certificated

SALARY LEVEL:

DEFINITION

Under supervision of the MCAET Director, instructs and participates with students in the MCAET facility and with satellite affiliates. During the teaching process the instructor performs functions associated with delivering regularly-scheduled daily programming over a variety of distribution systems. *Instructor (Instructor)* will be able to deliver instruction in basic computing, video, *video (video)* for the internet, editing on final cut pro. *Instructs (instructions)* will be Regional Occupational Program students and other enrolled students in the MCAET multimedia instructional system.

SUPERVISOR

MCAET Director

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS: To perform a 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.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

Depending on job location within the MCAET Facilities or satellite campus, daily assignment may include the following: Instruction training of volunteers, teachers, interns, senior citizens and students in the MCAET department using curriculum guidelines as specified by the MCAET Director; may travel to work sites within and outside of Monterey County; provides media instruction including video and television for all enrolled participants; provides instruction in the operation of equipment necessary to develop electronic programs; quarterly submits to a Professional Development Plan to insure current skills and knowledge in multimedia production; including, digital computer enhancement, high definition computer enhanced animation, acting for films and video and social computing skills and ethics; maintains appropriate instructional records and files.

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 time; 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 and to perform the essential functions of this position in an accurate, neat and timely fashion.

REQUIRED QUALIFICATIONS

Education and Experience

- Any combination of education and experience equivalent to a high school diploma

INSTRUCTIONAL MULTIMEDIA INSTRUCTOR
MEDIA CENTER FOR ARTS, EDUCATION AND TECHNOLOGY

- Advanced computer skills
- Two (2) years in multimedia production
- Possess or have the ability to obtain a Designated Subjects Vocational Education Credential in Multi Media Production

Ability to:

- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing
- Operate a variety of video, film, and television equipment
- Understand and follow both oral and written instructions and to communicate effectively