



Job Title: **Media Instructional Technician**

Department: **School**

Supervisor: **Principal, Counselor or Classroom Teacher**

Lane Placement: **ESP Lane 3**

Schedule: **Varies**

Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the principal and licensed teacher, the Media Instructional Technician 3 will assist in developing and delivering assigned curriculum to students in information literacy as outlined in the Utah Media Core Standards.

## **ESSENTIAL FUNCTIONS**

- Deliver instruction to students in assigned content area.
- Use district curriculum guide to plan instruction.
- Collaborate with grade level teachers to align lessons when appropriate and to solicit strategies for meeting the students' needs.
- Participate in all district-offered professional development for Instructional Technicians.
- Create a well organized classroom environment conducive to student learning.
- Manage student behavior as outlined in the school's Positive Behavioral Interventions and Support (PBIS) plan.
- Teach students how to use the library (e.g. find books using the Dewey Decimal System, research software).
- Order, process, and inventory all library books and videos.
- Manage textbook inventory.
- Assist in cataloging new equipment.
- Maintain an orderly and clean library.
- Manages library business (e.g. checking out books and equipment, holding books, shelving books, collecting fines).
- Demonstrate competency in working effectively with the school's staff and students.
- Consistently accept guidance and advice from the assigned administrator, counselor or teacher.
- Provide substitute plans when absent.
- Request substitute through district AESOP program when absent.
- Effective written and oral communication skills.
- Assists in general clerical duties as needed.
- Complete all paper work as required by the school and district to maintain accurate files.
- Assist in instruction of students and other classroom activities as needed (e.g. classroom, playground, parking lot, copy room, computer lab, and lunch room).
- Predictable and reliable attendance.

During times of state and district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTION**

- Other duties as assigned.
- Participate in all school events, conferences, programs as required by the principal, and all other duties as assigned to include assisting with scheduling, and printing manuals.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Prior work experience with students in a classroom setting is preferred.
- Knowledge of children's books and library structures is preferred.
- Requires references demonstrating personal integrity and dependability. Must demonstrate basic ability in reading, writing, math and oral communications.
- Must be competent in reading, writing, math and interpersonal skills.
- Job requires the ability to follow instructions of the classroom teacher or supervisor.
- Incumbent must maintain positive relations with students and staff in both structured and unstructured situations.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Must be able to physically meet the demands encountered in the specific classroom assignment (lifting, managing challenging behaviors of students, and working in stressful situations).
- Requires ability to lift a minimum 20 pounds.
- Incumbent may oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- Must pass corrections minimum background checks and physical requirements.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 06/10/2020