

EDUCATIONAL MEDIA SPECIALIST

GENERAL STATEMENT OF DUTIES: Develops, plans, coordinates and monitors operational activities of BOCES Media Resource Service; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Supervisor of Information Management, the incumbent of this position oversees, develops, plans, coordinates and monitors operational activities of BOCES Media Resource Service. Supervision is exercised over a small number of clerical staff and drivers.

EXAMPLES OF WORK: (Illustrative Only)

Creates, develops and conducts professional development programs involving the use of educational media within the curriculum;

Promotes the use of new and existing educational media to district management and administrative staff by demonstrating the material to describe its effectiveness;

Demonstrates to district staff the roll of educational media within the curriculum and provides support in the use of video streaming;

Consults with district personnel (administrators, faculty, and staff) on the availability and appropriate use of educational media and electronic resources within the curriculum, including virtual field trips, video streaming, videos, software, etc.;

Coordinates the workflow of the Media Resource office and follows through to ensure that all requests for educational media resources are accommodated;

Advises and assists in the selection, purchase and cataloguing of media resources for the subscription service;

Provides assistance in the operation of automated booking and circulation system;

Coordinates off-air taping of various satellite programs produced by NOVA, PBS, State and Federal agencies;

Identifies current and projected operational needs, prepares suggested budgets and allocation of resources and evaluates achievements;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Monitors the financial operations of the subscription service;

Coordinates the scheduling of educational teleconferences in consultation with BOCES and district administrators;

Produces a variety of materials including brochures, flyers, catalogues and other electronic media as requested;

Maintains records of operations and prepares special reports as required;

Keeps abreast of the latest developments in educational media;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the value and use of educational media within the curriculum; good knowledge of educational pedagogy; good knowledge of the variety of educational media; ability to coordinate and supervise the services; ability to maintain satisfactory working relationships with BOCES and district staff; ability to design and develop educational materials using a broad spectrum of media; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; initiative; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's degree and either, (a) five years of work experience, three of which must have included developing and conducting training programs in the use of educational media within an academic environment; or (b) five years of classroom instruction experience which included experience using educational media to promote learning with either students and/or teachers.

SUBSTITUTION: A Master's Degree may be substituted for one year of the above experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.