



Media Teacher

Purpose Statement

The job of Media Teacher is done for the purpose/s of providing support in several capacities to the instructional program with specific responsibilities for providing students with information regarding work base learning, distant learning, concurrent enrollment credit, career, and/or post high school educational opportunities; administering and interpreting career assessment tools; planning onsite presentations; maintaining a variety of print and electronic records; and assisting with ongoing department programs.

This job reports to Principal

Essential Functions

- Assists students (e.g. internships, financial aid, college materials, applications, on line registration, scholarships, etc.) for the purpose of supporting activities necessary for securing financial aid for post graduation academic and/or vocation opportunities.
- Assists Work-Based Learning Coordinator, career counselors and career technical teachers for the purpose of supporting program objectives.
- Conducts student workshops, orientations, and/or presentations (e.g. work base learning, distant learning, concurrent enrollment, etc.) for the purpose of providing student with information regarding occupational programs, college credit programs, and/or post high school opportunities.
- Consults with SEOP students and their parents for the purpose of reviewing graduation and post graduation opportunities.
- Coordinates presentations (e.g. college and university recruiters, vocational institutions, business professionals, etc.) for the purpose of enhancing students' access to educational and career opportunities.
- Maintains a variety of confidential and non-confidential manual and electronic lists, files, and records (e.g. Work Base Learning, Post- High School Organizations, SEOP, CTE Skills Certification Testing, State Disclosures, applications, scholarships, test scores, grades, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Observes Work-Based Learning students (e.g. work site observations, etc.) for the purpose of monitoring students and evaluating for course credit.
- Participates in a variety of meetings, in-services, and workshops (e.g. university/college conferences, class visits, community service group meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs a variety of clerical and secretarial duties (e.g. typing, copying, filing, collating, answering phones, scheduling appointments, etc.) for the purpose of supporting the students, Work-Based Learning, Automotive Youth Educational Systems program operations and concurrent enrollment.
- Prepares a variety of documents, reports, and written materials (e.g. individual awards, invitations, event programs, bulletins, reports, newsletters, annual academic update report, etc.) for the purpose of communicating information to parents, students, and staff; providing written support, developing recommendations and/or conveying information.
- Researches educational and/or career opportunities for the purpose of providing students with information on educational and/or career opportunities.

- Responds to students, teachers, parents, counselors, business leaders, community leaders, vocational school representatives, and college personnel for the purpose of conveying and/or requesting information.
- Schedules career and/or vocational assessments of students' interests and abilities for the purpose of evaluating career options.
- Solicits information and/or materials from colleges and other organizations (e.g. college, trade/technical schools, college videos, etc.) for the purpose of providing additional resource for students and parents.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; preparing and maintaining accurate records; planning and managing projects; and interpersonal aptitude.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; and college entry requirements; community resources; and instructional methods.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working with frequent interruptions; multi-tasking; and meeting schedules/deadlines. .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 60% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade