

LEARNING RESOURCES SPECIALIST

CLASS SUMMARY

Under general direction, plans, organizes, and facilitates the operations of the centers or areas of learning and instruction and the professional resources affiliated with these. Serves as primary information source between faculty and staff and such centers.

REPRESENTATIVE DUTIES

Plans, organizes, facilitates, and integrates the operations of resource centers; coordinates teleconferences; coordinates operations of the computer training at the center; researches and recommends software and equipment purchases; consults with district staff regarding media technology use, classroom application and creative options in use of media and instructional technology; maintains web site; distributes grant information related to Professional Development; designs instructional materials using graphic layouts and desk top publishing; supplies information, training and minor maintenance for resource center equipment; facilitates operations of the centers' resources material; maintains database and monitors the professional resource materials collection; researches, recommends and purchases materials for the professional resource centers; provides access to instructional resource; works closely with these centers' advisory committees and the Media production staff; develops and implements in-service and Professional Staff Development training workshops; compiles information for these centers and produces printed materials, i.e., newsletters, flyers, handouts and instructional guides pertinent to the centers; performs a wide variety of complex clerical work requiring specialized knowledge; frequent and responsible public contacts; consults on projects; monitors process of projects; develops and maintains records, and prepares reports for projects; maintains requested supplies and equipment.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the area coordinator/manager or administrator and may direct computer lab technicians, instructional assistants, and student workers.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training and experience equivalent to a BA degree in a related field plus two years of related work experience.

LEARNING RESOURCES SPECIALIST (continued)

Knowledge and Abilities

Good Knowledge of: the operation of computer laboratory equipment which includes a variety of microcomputers, peripherals, computer terminals, and local area networks; operation of software application programs; principles, techniques and materials of media production, media-based instruction, and instructional delivery systems used to enhance the quality of instruction; uses, operation and maintenance of electronic media equipment; principles of planning, organizing, scheduling; principles of training and supervision; modern office procedures; computer applications used in the development of visual media; English, spelling, and grammar.

Knowledge of: Instructional media applications and equipment operation; community college programs, courses and organization; record keeping, costing and filing; ordering procedures and organization systems for media supplies.

Ability to: Plan and organize media processes; organize and schedule projects; train and supervise personnel; communicate effectively; establish and maintain effective working relationships with faculty, staff, administrative personnel, students and vendors; estimate materials, personnel, and production time and costs; operate audio-visual equipment; maintain records and make reports; evaluate processes and products and make recommendations for improvements.

Skills: Must complete keyboarding, clerical (filing and checking) and software skills evaluation. Screening committee will use results as one of the selection criteria.