

SAN DIEGO CITY SCHOOLS

POSITION DESCRIPTION

TITLE:	Theater & Media Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various schools	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	020 PARA
ISSUED:	July 1, 2002		

BASIC FUNCTION:

Provide assistance to the instructional program in a theater/drama classroom or department.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work with individual pupils or groups of pupils in a theater/media production center or drama classroom. **E**

Assist in providing technical support and media production services for pupils and staff. **E**

Assist in all aspects of theatrical productions, including technical support for sets, props, lighting, sound and costumes. **E**

Work with and may give direction to pupil theater crews. **E**

May assist in distribution, operation, maintenance, and demonstration of any combination of the following theater/media equipment, stage lighting and sound systems, television cameras, monitors, television studio lighting systems, microphones, audio and video tape recorders and players, editing equipment, CD players, tape duplicators, 35 mm cameras, projectors and related equipment, reel-to-reel recorders, and other equipment related to theater or multi-media activities. **E**

Operate computer equipment; laminate and make transparencies. **E**

Clean, make minor repairs to, and provide routine maintenance on theater/media audiovisual equipment. **E**

Assist with the maintenance of equipment records. **E**

Assist in maintaining orderliness of the theater/media production facilities. **E**

Assist with the ordering of theater/media supplies and materials. **E**

May assist with the designing of bulletin boards, posters, and flyers.

Supervise pupils at assemblies, on field trips, and in the work, lunch, or play areas. **E**

Participate in staff development programs as directed. **E**

May train and direct pupil monitors.

May accompany and provide instruction to pupils on buses while enroute to and from school and during field trips.

May assist with the logging of daily bus ridership data.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school.

LICENSING AND OTHER REQUIREMENTS:

Personal appearance, grooming and language patterns which will provide a satisfactory example to pupils.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Theater/media production services, including operation and design of lighting and sound systems.

A variety of theater and multi-media production equipment and computer applications.

Reading and writing English communication skills.

ABILITY TO:

Provide theater/media production services, including operation and design of lighting and sound systems. Quickly learn basic technical operations of a variety of theater and multi-media production equipment and computer applications.

Demonstrate enthusiasm for and interest in the instructional program.

Establish and maintain effective working relationships with others.

Plan and organize work to meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

NOTE: Some positions may be required to have conversational and written skills in a specific foreign language related to the needs of the assignment; ability to translate and adapt materials to and from English into an appropriate foreign language may also be required.

NOTE: Many positions in this job class may be part time. Part-time positions are subject to an increase or decrease in hours according to district needs. Some positions may involve two or more locations requiring travel between sites within the regular work day and may be required to work occasional evenings and weekend assignments.

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