

Santa Maria-Bonita School District
MIGRANT EDUCATION GRAPHIC RESOURCE TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, develop, create, disseminate customized and readymade instructional materials that enhance the curriculum utilizing the services of the Migrant Education Program Improvement Center (MEPIC); store, distribute and maintain an inventory of educational materials, books, supplies and equipment; orient users of the MEPIC as to its purpose, uses and services; and assist in providing in-service training to instructional staff and educational activities to migrant students and parents.

REPRESENTATIVE DUTIES

Research, investigate and facilitate the acquisition of appropriate educational materials for teachers developing lessons, thematic units, assessments, and appropriate educational activities, and if materials not available, create educational materials such as study prints, sequence posters, sentence strips, charts, distance learning units, etc.; design parent newsletters, flyers, brochures, posters and other graphic materials to disseminate the migrant programs and services; provide training to parents, teachers and instructional support staff on the use of Migrant Education curriculum materials; assist certificated staff in providing educational programs and activities to parents and students; monitor and score a variety of tests including criterion referenced tests, general aptitude tests, and student proficiency levels; prepare requisitions and verify accuracy of receipts against orders; store, distribute and maintain an inventory of educational materials, books, supplies and equipment in the warehouse and/or storage; assist in monitoring the proper use of the MEPIC equipment, resources and instructional materials; train users on the variety of equipment available and their proper use; assist regional migrant education teachers with collection and organization of instructional materials; sort and catalogue incoming MEPIC curriculum materials and books; assist migrant education teachers and coordinators with creating and illustrating ideas and materials for classroom use and in-service programs; maintain bulletin and display boards advertising MEPIC materials; duplicate, collate and distribute a variety of printed instructional materials as assigned; file and index materials for established system; maintain a variety of records and files; perform other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Graphic Design as related to learning theory;
California Content Standards and Common Core Standards;
Procedures and equipment used in a library such as poster maker, laminator and copier;
Basic computer knowledge;
Telephone techniques and etiquette;
Recordkeeping techniques;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Correct oral and written usage of English and a designated second language;
Oral and written communication skills;
Interpersonal relationship skills using tact, patience and courtesy;
Communicate effectively with students, parents, staff and the public;
Drive a vehicle and use own transportation if necessary;

Ability to:

Create and illustrate displays of library materials;
Create educational materials;
Draw freehand and through computer assistance;
Make arithmetic calculations quickly and accurately;
Understand and follow oral and written directions;
Communicate effectively both orally and in writing;
Speak, read, and write English and Spanish fluently;
Maintain alpha/numeric files;
Establish and maintain effective working relationships with others;
Utilize a variety of appropriate instructional materials and procedures in the enhancement of an educational environment.
Maintain and prepare records and reports;
Obtain information from clearly defined sources.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School and experience, training and/or education to demonstrate the knowledge and abilities required. NCLB compliant. Official DMV printout.

WORKING CONDITIONS

Environment:

Library, Warehouse, and Classroom environment.

Physical Abilities:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to parents, staff and students;
Seeing to read various materials;
Dexterity of hands and fingers to operate equipment;
Sitting or standing for extended periods of time;
Climbing a stepladder to retrieve equipment and materials;
Lifting, carrying, pushing, pulling and moving moderate to heavy objects up to 50 pounds.;
Reaching overhead, above the shoulders and horizontally;
Kneeling or crouching;
Availability to travel;
Pre-employment physical and safety test required.

Days: 246

Range: 25

Approved: July 25, 2001

Revised: August 2013

Revised: Sept., 9, 2015