

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** MARCH 19, 2026

**MEDIA ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the maintenance and operation of a variety of multi-media and related technology equipment in a school district. When assigned, the incumbent assists with technology support. Work is performed under general supervision in accordance with established policy and procedures with leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of student assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Processes requests from administrators, teachers, students, and civic groups and orders a variety of multi-media supplies, materials, and equipment for use in the school district;
2. Advises and assists students and staff in the production of multi-media presentations;
3. Utilizes computerized and non-computerized multi-media equipment in order to prepare for demonstrations, performances, or presentations;
4. Inspects equipment and materials in the district's computer labs, classrooms, and offices and takes appropriate measures to correct problems;
5. Under supervision, utilizes computer software to produce multi-media presentations;
6. Assists in the editing of videos;
7. Assists the Director of Technology and Technical Support Specialists when necessary;
8. Maintains a computerized inventory of multi-media and technology equipment;
9. Prepares and maintains a variety of records and reports;
10. Sets up and operates sound and video systems for school assemblies, staff meetings and public hearings;
11. Coordinates and schedules technical maintenance of school telephone system, including new line installation and repair;
12. Responds to and resolves technology department help desk requests by providing support and repairs as necessary.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the care and storage of videos and other multi-media programs and equipment; working knowledge of the minor repair and maintenance of multi-media equipment; working knowledge of computer technology, equipment and related peripherals and networks; working knowledge of modern multi-media software; ability to readily acquire familiarity with terminology, procedures, and equipment related to school district multi-media and technology work; ability to maintain simple records and compile reports; ability to instruct and inform others in the operation of multi-media and technology work; ability to troubleshoot and resolve help desk requests; ability to get along well with others; manual dexterity; clerical aptitude; resourcefulness; tact and courtesy; sound professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. One (1) year of experience in multi-media work involving the operation and minor maintenance of a variety of multi-media and/or technology equipment; **OR**
2. Twelve (12) credit hours in computers, computer information science, information technology, computer networking, or related field.

**NOTE:**

1. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education;
2. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.