

Spec. Code: 3290
Occ. Area: 01
Work Area: 210
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 07/31/79

INSTRUCTIONAL MATERIALS SPECIALIST

Function of Job

Under administrative supervision from a designated supervisor, to select, develop, and direct the preparation of audio and/or visual instructional tools.

Characteristic Duties and Responsibilities

1. with responsibility for identifying media most suitable to course content, and based on an understanding of curriculum requirements, advises faculty and staff on effective means of communicating course content by means of audio and/or visual aids
2. develops audio and/or visual instructional tools and techniques based upon specialized course requirements, as well as upon current advances in the field of audio and/or visual instruction
3. supervises the preparation of audio and/or visual instructional tools, such as slides and transparencies
4. with responsibility for recommending the effective utilization of audio and/or visual aids in television and motion picture productions, serves as a consultant to instructional systems designers
5. supervises the work of others assigned to assist in the performance of related work
6. performs related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of either, or any combination, or the following:
 - (a) college training in a field(s) related to the preparation and utilization of audio and/or visual instructional material*

* such as training in instructional design, educational or instructional technology, audio/visual education, or mass media

- (b) experience related to the preparation and utilization of audio and/or visual instructional materials
- (c) provided that the experience or combination of training and experience included no more than one year of experience at a level lower than instructional communications programming (e.g. experience as an audio/visual aids technician or an instructional communications technical operator).