MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I. Position Title

Curriculum Lab Specialist

II. Position Description

Under general direction, research, create and construct instructional games and aids to meet specific classroom needs; operates and maintains the Curriculum Lab for staff use; designs and lays out copy-ready design and art for District publications, various slide presentations and video productions. Instructs and assists teachers, aides, parent volunteers in the construction of games, bulletin board materials and general educational media, and performs related duties and responsibilities as may be assigned.

The Graphic Arts/Curriculum Lab Specialist works under the general supervision of the Director of Instructional Media, and is expected to perform a wide variety of duties related to the development of educational media with a minimum of instruction or assistance. Adequate performance in this job requires the general knowledge of instructional programs and skill in the use of art materials and equipment. The incumbent in this position will have frequent contact, in a leadership capacity, with teachers, administrators, parents, students and the community. This role includes instruction as well as answering a variety of technical questions and the preparation of handbooks, booklets and guides, and illustration and lay-out requests submitted by teachers and administrators.

III. Example of Duties/Responsibilities

A. Works closely with teachers and administrators in the development of a wide variety of educational media-E
B. Does dry mounting, laminating, layout design, hand lettering, finished art works, bulletin board preparation and wide variety of other activities associated with the preparation of educational media-E
C. Creates new games/instructional aids which directly relate to what is currently being taught in the District classrooms-E
D. Prepares graphic illustrations, signs, posters, mailers, charts, transparencies, logos, certificates, buttons and various layouts when requested to do so by teachers and administrators-E
E. Inventories supplies, orders and checks against requisition upon arrival-E
F. Assists parents, teachers and aides by providing them with ideas and showing them how to use machines in a variety of media-E
G. Attends meetings and workshops and visits schools to discover what may be needed to improve educational media and what is being taught in the various classrooms
H. Coordinates special projects and sets up displays

(E) Essential

IV. Minimum Qualifications

Knowledge of:
• Techniques, uses, and application of various forms of art and graphic media
• Instructional materials and equipment common to school use
• Elements of English, math, science, social sciences, music, art and other subjects commonly taught
• Principles of conducting practical workshops
• Camera and basic photographic techniques and principles

Ability to:
• Demonstrate artistic creativity in instructional aids, games and materials, design and produce finished art work which is camera ready
• Conduct workshops
• Instruct and assists teachers, parents and students in a variety of arts, graphics
• Draw to scale, create new instructional aids and games
• Work effectively without close supervision
• Upgrade and develop “state of the art” level by regularly attending classes and informational programs

Education and Experience
• Education: Individuals possessing the knowledge and abilities listed above are considered to possess the necessary education and experience.

License
• Possession of a valid and appropriate California Driver’s License

Working Conditions

Environment
• Graphic art / curriculum lab / office
• Subject to frequent interruptions
• Work in equipment room

Physical Abilities
• Seeing to complete projects and operate equipment
• Hearing and speaking to exchange information
• Sitting for extended periods of time
• Reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies
• Dexterity of hands and fingers to operate curriculum lab equipment
• Bending, stooping and squatting
• Climbing step stools
• Lifting

Hazards
• Heat exposure from laminating machine operation
• Sharp objects
• Graphic art materials / chemical exposure

Revised 3/99/am