

HUMAN, PERSONAL, AND PUBLIC SERVICE

↑ CAREER LAUNCHER

Educational Media Specialist

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Educators turn to me when they want to make their lectures or presentations exciting and interesting. Working with multimedia tools, I can put together a presentation that keeps you on the edge of your seat.”



- **Education needed:** Bachelor's degree in educational media or instructional technology
- **Salary range:** \$22,000 – \$43,000 annually
- **Related jobs:** Advertising executive, computer software designer, librarian, teacher

➤ What I do every day

I'm the expert in developing impressive programs using the latest audiovisual (AV) technologies. I help teachers select the best equipment and materials, such as screens, projectors, videos, video clips, and software programs to use as teaching aids in their classrooms. I maintain a list and organize all the AV material the school district owns, which makes it easy for teachers to choose what they need. I also clean lenses and monitors and change batteries and light bulbs to keep the equipment in working order.

➤ The best part of my job

Creating appealing lectures is fun! Watching an audience get into a presentation I helped develop gives me a feeling of personal satisfaction.

➤ The worst part of my job

I know equipment failure is part of the job, but it's really frustrating when I can't get the AV equipment to work properly.

➤ What I need to know and be able to do

Educational media specialists combine their creativity with multimedia equipment to make presentations exciting. They should be imaginative, artistic, and inventive. They need to know how to operate and maintain different kinds of audiovisual programs and equipment. They should also be able to instruct others in the use of equipment and programs.

➤ How I prepared to be an educational media specialist

When I was in high school, I worked part-time in the media center of our local library, cleaning AV equipment and organizing the movies. After graduation, I enrolled in a four-year program and earned my bachelor's degree in educational media.

➤ How I could have prepared better

Although I try my best to keep the AV equipment organized, I could keep better track of my materials if I knew more about cataloguing the way librarians do in the library.

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**Math
Skill Check**

► **Skill Check 1**

**USE
AGAIN**

You have 12 laptops for use by faculty members. Each has a battery that needs to be charged, but you have only one battery charger. If each battery takes 80 minutes to charge, how many minutes are needed to charge all 12 batteries? How many hours?

Time Needed to Charge 12 Batteries

minutes

hours

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**Math
Skill Check**

► Skill Check 2

You have ordered a second charger for the laptops described in Math Skill Check 1. You can now charge two batteries at a time. If each battery takes 80 minutes, how many minutes will it take to charge all 12 batteries. How many hours?

Time Needed to Charge 12 Batteries

minutes

hours

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Technology
Skill Check

► Skill Check 1

**USE
AGAIN**

Recently, several laptops have been returned to your department because they are not working properly. Before you decide to send a laptop out for repairs, you go through a checklist of technical problems to see if you can fix the problem yourself. Match each problem below with its possible cause.

Problem	Possible Cause
<input type="checkbox"/> Power will not turn on.	a. DVD may be dirty.
<input type="checkbox"/> DVD will not play.	b. A virus may have infected the hard drive.
<input type="checkbox"/> Sound is not working.	c. The volume may be muted or speakers are not attached properly.
<input type="checkbox"/> Strange text appears when the laptop is turned on.	d. The power cord or battery may be damaged.

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► Skill Check 2

You found that some of the malfunctioning laptops in Technology Skill Check 1 were damaged while being transported in hot weather from one air-conditioned building to another. Moisture in the outside air condensed on the equipment when it was moved, causing the damage. Others were damaged by mistreatment. You have decided to type a list of precautions to hand out with the equipment. Add at least five more precautions to the list below.

Precautions for Using Laptops

Avoid extreme cold.

Keep the laptop on a clean, level surface at all times.