

SCHOOL DISTRICT OF GADSDEN COUNTY  
SERVICE DEFINITIONS AND DATA COLLECTION FORM  
AUDIO VISUAL EQUIPMENT TECHNICIAN

1. SERVICE DELIVERY

- 1. Repair or arrange for repair by outside vendor, all audio-visual equipment as needs are reported.
- 2. Maintain an inventory of audio-visual parts.
- 3. Assist, upon request of the principal, inservice to school-level personnel on the use and care of equipment.
- 4. Assist in the selection of new audio-visual equipment.
- 5. Assist in repair of inter-communication system.
- 6. Assist media specialist in ITV program operation at school-level.
- 7. Assist with satellite feeds for ITV program.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- 8. Work independently or as a team member.
- 9. Interact with school and facilities personnel.
- 10. Report to work punctually and regularly.
- 11. Display appropriate work ethic.
- 12. Follow maintenance policies and procedures.

3. SYSTEM SUPPORT

- 13. Communicate well with Director of Facilities.
- 14. Maintain positive relationship with outside vendors.
- 15. Represent the School Board in an appropriate manner.
- 16. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- 17. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teammanship and communication skills, translating organizational purpose into observable behavior and others.
- 18. \_\_\_\_\_
- 19. \_\_\_\_\_
- 20. \_\_\_\_\_
- 21. \_\_\_\_\_

5. ASSESSMENT AND OTHER SERVICES

- 22. The use of the adopted performance appraisal systems for instructional and other employees.
- 23. The accurate and timely filing of all school reports.
- 24. The completion of required professional development services.
- 25. \_\_\_\_\_
- 26. \_\_\_\_\_

AUDIO VISUAL EQUIPMENT TECHNICIAN (Continued)

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**DATA COLLECTION CODES**

**O -- Observed**  
**C -- Collected Data**

**I -- Clearly Indicated**  
**NE -- Not Evident**

**INTERACTION DATES**

**Formal Observations**

**Informal Observations**

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Evaluator / Date)