

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AUDIO-VISUAL EQUIPMENT TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in operation and repair of a wide variety of audio-visual equipment.
- (3) Commercial Driver's License preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation and repair of a wide variety of school-related audio-visual equipment. Possess knowledge of computer operations. Ability to communicate with school personnel.

REPORTS TO:

Director of Facilities

<p>JOB GOAL</p>

<p>To provide repair service on all audio-visual equipment.</p>

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

AUDIO-VISUAL EQUIPMENT TECHNICIAN (Continued)**PERFORMANCE RESPONSIBILITIES:****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.

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.

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.

*Essential Performance Responsibilities