

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

AUDIO - VISUAL TECHNICIAN

QUALIFICATIONS:

- (1) High School Diploma.
- (2) Type at a prescribed rate of speed.
- (3) Demonstrated proficiency in computer hardware and software required.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess clerical competencies. Ability to organize and prioritize. Demonstrated skills in effective written and oral communications. Ability to deal effectively with school employees and the public. Possess knowledge of computer operations. Understand production techniques in the studio and at remote sites. Familiar with tape dubbing procedures. Knowledgeable in the technical operation of the broadcast distribution system.

REPORTS TO:

Director, Media

JOB GOAL

To provide for the overall maintenance of the broadcast and distribution systems for instructional television.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Maintain a working knowledge of programs offered by Instructional Media, assisting in selection and substitution of programs as requested.
- * (2) Maintain an understanding of the technical operation of the broadcast distribution system to the extent of offering assistance to personnel of the school system.
- * (3) Possess working knowledge of production techniques to the extent of being active in local productions.
- * (4) Possess working knowledge of taping procedures in audio and visual applications.
- * (5) Prepare slide presentations.
- * (6) Assist media specialists in scheduling of Instructional Television programs.
- * (7) Record live satellite feeds for educational applications.
- * (8) Record live satellite feeds for individual schools.
- * (9) Complete teachers' requests for airing programming related to lesson plans.
- * (10) Compose and / or edit information for school announcements on ITV message board.
- * (11) Create, edit, and up-date announcement videos, with special effects, for District schools on ITV.
- * (12) Edit tapes from sources outside the school system.
- (13) Serve as contact for ITV (ordering and receiving programming).
- * (14) Schedule programming for ITV.
- * (15) Schedule broadcasters for ITV.
- (16) Assist in diagnosing and solving problems in broadcaster equipment.
- (17) Assist personnel in scheduling audio visual materials.
- (18) Assist in duplicating video tapes for schools.
- * (19) Order and supply programming for departments at District level.
- (20) Assist in maintaining and cataloging media and material collections in the Department of Instructional Media and Management Information Systems.
- * (21) Use effective, positive interpersonal communication skills.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Classified Personnel Salary Schedule