

TITLE: AUDIO VISUAL SUPPORT TECHNICIAN

QUALIFICATIONS:

1. Knowledge of mechanics of sound systems and various audiovisual equipment including smartboards, audio mixers, televisions, monitors, projection screens, projectors, microphones, computer/laptop system
2. Experience in audio visual technology or related field, such as digital media
3. Ability to transport, assemble, maintain, and repair equipment used in multimedia production
4. Knowledge of Microsoft and Adobe computer software
5. Knowledge of camera and lighting techniques and familiarity with video shooting and editing equipment and software
6. Ability to maintain cooperative, harmonious and tactful relationships with district employees and clients
7. Ability to communicate effectively in both oral and written forms
8. Possession of valid California driver's license

REPORTS TO: Administrator as assigned

JOB GOAL: To set-up, operate, maintain, and repair audio visual equipment, such as microphones, video recorders, projectors, lighting, sound, computer hardware and software, to enhance live district events in order to meet the needs of schools in education of students in district

PERFORMANCE RESPONSIBILITIES:

1. Sets-up audio visual equipment and provides technical assistance at districtwide events, such as meetings, trainings, inservices, presentations, and celebratory events
2. Maintains, troubleshoots, and repairs audio visual equipment on a regular basis
3. Installs, transports, maintains, and repairs variety of audio visual and electronic equipment including, but not limited to personal computers/laptops, software, and peripheral audio visual equipment
4. Installs, maintains, and repairs wide variety of audiovisual and miscellaneous electronic equipment
5. Receives, inspects, sets up and operates new audio visual and electronic equipment
6. Sources and requisitions necessary parts and supplies
7. Maintains comprehensive service records
8. Assists in video production as needed
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; classified salary schedule, class 30

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable