



## **Coord 8 / Audio-Visual Tech**

### **Purpose Statement**

The job of Coord 8 / Audio-Visual Tech is done for the purpose/s of performing a variety of technical work including inspecting, installing, maintaining, repairing and servicing all audio-visual equipment and cabling. Systems include: Marquees, intercoms, classroom audio and video, security cameras, document cameras, TV/CCTV, projectors, etc.

This job reports to Director of Technology

### **Essential Functions**

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Configures installs, and maintains projection and sound systems in the lunchrooms, stadiums, auditoriums, professional meeting rooms, sports venues, etc. for the purpose of providing quality audio for school and community events and professional development for teachers, administrators, and staff.

Coordinates repair and installation of voice lift systems within classrooms for the purpose of creating a better teaching and learning environment in the classroom.

Installs configures, and manages the cable TV, satellite services, digital signage systems, and associated equipment/cabling to ensure proper function for the purpose of bringing new teaching and announcement opportunities to the schools and classrooms.

Installs and maintains mass notification systems for the purpose of informing the public, employees, and students of any urgent notifications or events.

Installs trains, and maintains virtual reality systems for the purpose of providing alternate teaching and learning environments.

Installs, maintains, and cleans TV's and projectors in classrooms, conference rooms, and auditoriums for the purpose of providing better visual learning to students.

Maintains digital signage district-wide for the purpose of informing the public of important announcements and school recognition opportunities.

Maintains professional relationships with vendors for the purpose of providing support and purchase of essential equipment utilized throughout the District.

Manages security camera systems, camera maintenance, and school and bus DVR's for the purpose of providing security for district property, employees, and students.

Manages documentation for all systems related to the position for the purpose of assisting others who may need to fill in during an absence.

Manages a variety of intercom systems including amps, speakers, and cabling for the purpose of providing announcements, bells, emergency notifications and internal communications within the school.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Possesses flexibility in the work schedule (e.g. on-call duties, shift work, after-hours work, overtime, etc.) for the purpose of maintaining integrity of various systems.

Provides training to end users as required for the purpose of ensuring software and equipment are being used correctly.

Repairs, replaces, and installs Interactive technologies as needed for the purpose of advancing the teaching and learning curriculum.

Retains accurate inventory on all equipment for the purpose of providing accurate data for replacement cycles and budgetary planning needs.

Troubleshoots and maintains school Marquees for the purpose of assisting in public relations announcements to the public.

Troubleshoots installs and repairs classroom document cameras for the purpose of aiding in the teaching and learning process.

Understands basic networking for the purpose of connecting and troubleshooting A/V equipment that connects to the network.

Works closely with local authorities and district administrators on specific security events and activities for the purpose of providing safety to district schools.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; preparing and maintaining accurate records; and gathering information to diagnose problems.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current computer operating systems (e.g. Windows, Mac, IOS, etc.) and office application software (e.g. Microsoft PowerPoint, Microsoft Word, Microsoft Excel, and Google Apps); read technical information, compose a variety of documents, facilitate group discussions; and analyze situations to define issues and draw conclusions.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: developing effective working relationships; communicating with persons with diverse technical knowledge and skills; providing clear instructions; and setting priorities. Professionalism is required in all aspects of the position to promote excellent customer service; strong interdepartmental relations; and a positive work environment.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-Employment Proficiency Test

**Continuing Educ. / Training:**

Required to work some evenings and weekends.  
Maintains Certificates and/or Licenses

**Certificates and Licenses**

Valid Driver License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 8