

AUDIO VISUAL ASSISTANT

GENERAL STATEMENT OF DUTIES: Assists with the procurement, distribution and maintenance of audio visual materials; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this position is responsible for maintaining the audio visual library of a school district. Incumbents may oversee the work of Student Helpers.

EXAMPLES OF WORK: (Illustrative Only)

Prepares requisitions for the purchase of new audio visual materials;

Arranges for borrowing of film strips, slides, films from BOCES library or other sources;

Packs and unpacks shipments of film, slides, and similar materials;

Distributes audio visual materials;

Prepares catalog of audio visual materials available to schools and community groups;

Edits video presentations, checks and repairs film, performs minor repairs on audio visual equipment;

Videotapes educational TV programs, at request of staff;

Operates movie projector, slide projector, video cassette recorder, television/cablevision equipment, etc. and instructs others in the operation of such equipment;

Maintains inventory of materials and equipment;

Performs clerical work necessary to procurement, distribution and storage of audio visual materials;

May manipulate an alpha-numeric keyboard to display information (school closings, Board of Education meetings, etc.) on the local education channel;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of audio visual materials and their uses; familiarity with the operation of film and slide projector, television/cablevision recording and other audio visual equipment; ability to handle routine office work independently; ability to deal effectively with others; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to manipulate an alpha-numeric keyboard; tact and courtesy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from high school or possession of a high school equivalency diploma and six months of general clerical experience; or (b) completion of 30 credits at a recognized college or business school may be substituted for the above experience; or (c) a satisfactory equivalent combination of foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.