

## AUDIO VISUAL SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Incumbents of this class are responsible for the requisitioning or renting, distributing and storing of audio visual supplies and equipment for instructional purposes. This position requires creativity and technical knowledge of audio visual equipment, as incumbents create audio and visual aids for instructional purposes and provide advisory services relating to their development and use. Supervision may be exercised over Audio Visual Assistants, Audio Visual Technicians, and student helpers. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists teachers, departmental supervisors and curriculum committees on appropriate audio visual materials for instruction;

Assists principal in presenting information and programs for faculty meetings, assemblies, and other school functions;

Monitors incoming and outgoing pictures and sound feeds to ensure quality;

Records and edits audio material using audio recording and editing equipment;

Schedules programs as requested by teachers according to equipment availability;

Sets up closed-circuit television/cablevision camera;

Instructs students in the operation of audio visual equipment and materials;

Corrects any difficulties arising during the operation of the equipment in the classroom (bulb replacement, film splicing, sound failure, wiring etc.);

Performs minor servicing and repair of equipment and schedules major repair work with manufacturer's representative;

Maintains inventories of audio and videotapes and related supplies;

Performs minor repairs and routine cleaning of audio and video equipment;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of audio visual communication theory; knowledge of instructional methods in audio visual techniques; knowledge of the operation of audio, video, cable and film equipment; ability to advise and assist in planning and/or making presentations; ability to work well with others; ability to communicate effectively, both verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential functions of the position; dependability; initiative; resourcefulness; tact; courtesy; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a high school or possession of a high school equivalency diploma and four (4) years of experience where the primary function of the position was in electronics or audio visual communications.

SUBSTITUTION: Satisfactory completion of 30 college credits\* toward a degree in Audio Visual Technology, Communications, Electronics, Film, Film Production or a related field may be substituted on a year for year basis for up to four (4) years of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.

School Districts  
J. C.: Competitive  
Scarsdale School District only  
J.C.: Non-Competitive  
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Job Class Code: S099