

AUDIO VISUAL ASSISTANT - PHOTOGRAPHER

GENERAL STATEMENT OF DUTIES: Assists with the procurement, distribution and requisition for maintenance of audio visual equipment; performs a wide range of photography activities for the school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision is responsible for distribution of audio-visual equipment of the district, for photographing, video taping events, projects and classroom activities. Incumbent uses photographic material and artistic talent for school display areas, publications, public relations and class yearbook.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Assists in the preparation of catalogue of audio visual materials available for schools;

Maintains inventory of materials and equipment;

Performs clerical work necessary for procurement, distribution and storage of audio-visual equipment;

Coordinates through BOCES, services for the repair and maintenance of all equipment;

Oversees the Audio Visual Room and the main VCR including the schedule of programming;

Monitors media budget and coordinates the purchase of new audio-visual equipment and materials with supervisor;

Photographs and videotapes school district events, projects, classroom activities;

Develops and assists in media projects with district staff, i.e., displays for assemblies, bulletin boards in classrooms and hallways;

Assists with development of material for brochures, publications and public relations projects;

Photographs all candid and formal classroom pictures, formal staff and administrative pictures for yearbook;

Verifies all written information, organization and creative input for yearbook.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the use of audio-visual material; a familiarity with the operation of audio visual and photographic equipment; ability to prepare formats and promotional material; clerical aptitude; imagination; creativity; interest in working with emotionally disturbed children; good interpersonal skills; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) completion of 30 credits of post high school credits in Fine Arts, Photography or related field and six months of clerical experience; or (b) completion of 15 credits of post high school credits in Fine Arts, Photography or a related field and twelve months of experience in audio-visual and photographic work which must include six months of clerical experience; or (c) a satisfactory completion of the 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.