

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;

Tapes radio broadcasts for presentation in the classroom;

Records television programs for classroom use;

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 an inventory of all equipment and its disposition;

Makes tapes for use in language laboratory;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail 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 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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.