

AUDIO-VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: An Audio-Visual Aide stores and distributes a variety of audio-visual and media equipment, supplies and materials and may assist in the operation and maintenance of various media related equipment such as televisions, projectors, audio and video cassette recorders, DVDs, computer video systems, etc. Work is performed under general supervision in accordance with established policies and procedures, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of student assistants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Processes requests from teachers and orders a variety of media related supplies, materials and equipment for use in the school district;

Coordinates, organizes, delivers and picks up video and audio cassettes, DVDs, other media, exhibits and related audio visual materials for the school;

Checks all media types ordered and received for proper operation and function;

May develop presentations of various types and on a variety of media;

Instructs teachers in the use of all media related equipment;

Maintains an inventory catalog of audio-visual and media of any type;

May assist in selecting and recommending purchases of audio-visual and related media equipment;

Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the methods and procedures used in receiving, storing and issuing supplies and equipment;

Working knowledge of the care and storage of all media types including but not limited to DVDs, transparencies, CD-R/RW, films, slides, phonographic records, tapes and film strips;

Ability to keep and maintain simple records and make reports;

Ability to understand and carry out simple oral and written instructions;

Ability to instruct and inform others in the operation of media, presentation and audio-visual equipment;

Ability to make simple arithmetic computations;

Ability to get along well with others;

Clerical aptitude;

Good hand and eye coordination;

Manual dexterity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of a valid appropriate level Motor Vehicle Operator's License.

R681

6/20/05