

AUDIO-VISUAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position requiring a high degree of skill in the installation, maintenance and repair and operations of sophisticated electronic learning equipment. The work entails all audio-visual equipment facilities including videotape recorders, projectors, microcomputers, cinematographic projection equipment, audio recording, duplicating, playback and amplification devices. The incumbent, working under the general direction of the Instructional Support Services Director, exercises a considerable amount of leeway in determining the manner, methods and priorities of work. Supervision is not normally a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Installs, operates, demonstrates and trouble shoots learning equipment, including video playback, video production, computer, audio, interactive technologies and telecommunications. Operates video production and post production equipment for television programs. Operates and demonstrates microcomputers for desktop presentations, desktop publishing, as well as, instructional uses including interactive technologies. Operates and demonstrates microcomputer based telecommunications. Familiarizes self with emerging learning technologies to assist teacher use of such equipment. Assist in the delivery of teacher in-service education in learning technologies. Maintain records of equipment loans and inventory. Responsible for arranging maintenance and repair of inventory.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of installation and operation of electronic learning equipment. Ability to operate video production equipment, microcomputer based telecommunications and microcomputer hardware and software. Ability to read, understand and follow directions. Ability to conduct electronic trouble shooting. Ability to maintain accurate records. Ability to train others in the operation and use of the above equipment. Ability to work with people; Initiative; honesty. Ability to communicate both verbally and in writing. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- A. Graduation from a standard high school and five years of progressively responsible technical experience in learning technology, OR
- B. Graduation from a recognized two year college or technical school with major work in communications and three years of experience as described in (A) above, OR
- C. An equivalent combination of experience and training as indicated in (A) or (B).

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