

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

AUDIO-VISUAL LEAD TECHNICIAN

SALARY SCHEDULE: SSP-11 + lead %

COST CENTER: TELECOMMUNICATIONS (9060)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Training in operation and repair of a wide variety of audio-visual equipment.
- (3) Minimum of three (3) years on-the-job experience working with basic electronics and audio-visual equipment.
- (4) Possess a valid State of Florida Driver's License, CDL preferred.
- (5) Must score 80% or higher on a written and technical test administered by the department.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the operation and repair of a wide variety of school-related audio-visual equipment and systems. Possess knowledge of computer operations. Ability to read schematics and follow written direction. Ability to effectively communicate with supervisor, associate employees, contractors, vendors and school employees.

REPORTS TO:

Telecommunications and Security Support Manager

JOB GOAL

To provide for the maintenance, installation and repair of audio-visual systems and related equipment for the School District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in coordination and scheduling of work associated with audio-visual systems district-wide.
- * (2) Assist in the installation, maintenance, trouble-shooting, and repair of closed circuit television distribution systems in all schools throughout the School District, including modulators and all head end rack equipment.
- * (3) Install, trouble-shoot and repair the television broadcast studios, including the editing equipment in all schools throughout the School District.
- * (4) Maintain, trouble-shoot and repair commercial/community franchise cable signals in all schools throughout the School District.
- * (5) Maintain, trouble-shoot and repair ITV signal (broadcast by school system) in all schools throughout the School District.
- * (6) Maintain, trouble-shoot and repair digital display and scoreboards in all schools throughout the School District.
- * (7) Install portable audio equipment for special functions in all schools throughout the School District.
- * (8) Install, maintain, trouble-shoot and repair the audio and video equipment on the stage and in auditoriums in all schools throughout the School District.
- * (9) Maintain, trouble-shoot and repair all audio-visual equipment in all schools, including various brands of televisions, VCRs, large screen projectors, opaque projectors, front screen projectors, overhead projectors, high speed video duplicators, modulators, CD players, tape players, boom boxes, speakers,

AUDIO-VISUAL LEAD TECHNICIAN (continued)

- amplifiers, language masters, card readers, camcorders, Hi-8 players, laser disc players and various other audio-visual related equipment.
- *(10) Assist in the shipping and transport of items requiring outsource repair and service.
 - *(11) Carry out assignments to completion with little or no supervision.
 - *(12) Maintain a courteous and professional manner.
 - *(13) Maintain work area in a safe and secure manner.
 - *(14) Use positive, effective interpersonal communication skills.
 - *(15) Adhere to high standards of punctuality, regular attendance and appropriate dress.
 - *(16) Participate in workshops and training to update skills.
 - *(17) Follow department policies and procedures.
 - *(18) Keep supervisor informed of potential problems or unusual events.
 - *(19) Respond to inquiries and concerns in a timely manner.
 - *(20) Prepare all required reports and maintain all appropriate records.
 - *(21) Follow all School Board policies and department policies and procedures.
 - *(22) Exhibit interpersonal skills to work as an effective team member.
 - *(23) Demonstrate support for the School District and its goals and priorities.
 - (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities