

AUDIO VISUAL COORDINATOR

DEFINITION

Under the direction of the administrative staff, provides support to the District's schools or to the specific site where assigned; provides technical assistance and training to teachers, clerical staff, and administrators for use of computers, printers, scanners, digital cameras, school site network equipment (routers, switches, hubs), as well as school site file server(s); performs minor maintenance and repair on computers, and other related equipment; performs equipment inventories; performs file server backups; assists with file server installations; installs, configures and connects technology equipment to school's LAN and to the District's WAN; performs software installation, configurations, changes and support; performs other related duties as assigned or required.

ESSENTIAL DUTIES

- performs minor software and technology equipment maintenance and repair
- assists in conducting needs assessments
- performs technical functions in the installation of district-approved application software
- assists and supports the use of specialized software applications including e-mail, calendars, word processing, data base management, desktop publishing, grading programs and other district approved software
- communicates with the equipment repair contractor and printers
- reports all equipment and software problems through District IT Helpdesk
- performs an inventory of equipment and software; maintains supplies at site level
- trains teachers/other staff to use computer hardware and software, to log on to the network, use computers, printers and standard District- supported software.
- Maintains a central control and storage area for equipment and supplies; administers systems for use of equipment by faculty and students
- services and makes minor repairs to equipment; maintains parts, tools, and supplies used in maintenance and service
- keeps current on new media equipment, maintenance techniques, and systems
- receive, inspects, process, stores, circulates, repairs, and retrieves a variety of audio-visual/media materials and equipment
- inspects and evaluates audio-visual/media materials and equipment.

QUALIFICATIONS

Knowledge of: Microcomputer operating systems, Macintosh, Windows/98, Windows/2000, HTML; Carbon Copy and Terminal Services; various diagnostic and test equipment, including but not limited to: Fluke meter, category 5 cables, fiber and crossover cables.

Ability to: Instruct staff in the methods of connecting computer peripherals, printers, scanners and digital cameras; install CD-ROMS, computer software, printer drivers; perform installation of a LAN file server; demonstrate through knowledge and proficiency in word processing software; spreadsheets, PowerPoint, Netscape or Internet Explorer and anti-virus software; work in a classroom environment and remain task oriented; work with little supervision; examine and diagnose equipment and software problems using a variety of test and diagnostic equipment; formulate efficient solutions; learn and utilize basic methods and procedures to be followed in the instructional setting; communicate effectively with others; demonstrate to others how to use computer hardware and software; setup wireless access for network connectivity; maintain accurate records: maintain personal knowledge of new software, operating systems, Internet and drivers; exhibit a tactful and helpful attitude when working with those of varying socioeconomic and educational backgrounds, and those with varying levels of computer literacy, such as School Board members, District administrators, parents, students, teachers and coworkers; maintain cooperative and effective working relationship and remain flexible while working in an atmosphere of frequent interruptions and changes in task priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will stand, sit, walk, kneel, crouch, bend at the waist, reach above shoulder level and occasionally ascend and descend ladders and stairs.
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone and other communication devices.
- must possess the manual dexterity to operate a computer keyboard and other business-related equipment and to handle and work with various objects and materials, including hand tools

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: A minimum of one year paid experience working with and/or repairing computers.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

Licenses or Certificates: Possession of a valid California Motor Vehicle Operator's License and a private vehicle are required.

Condition of Employment: Insurability by the District's liability insurance carrier.

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