

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: High School AV Director

HOURS: Set up for Various district activities as assigned

QUALIFICATIONS:

1. Possession of a valid Iowa teaching certificate
2. Displays competencies relating to production, technology, and communication to support use
3. All working conditions are contained within the Master Agreement between the Board of Dir
4. Excellent human relations and verbal communications skills. Excellent organizational skills.
Ability to relate positively with staff, parents, students, and community. Demonstrated abi
5. Continuous speaking, hearing, and visual effort. Frequent standing, walking and sitting. Oc
6. Working conditions vary with the specific assignment and may include working in both inc
Work may involve irregular hours and days.

REPORTS TO: High School Principal & Administration

JOB GOAL: The school Audio-visual Director possesses competencies relating to production, technology, and communication to support use of information and ideas in the educational setting. The AV Director uses this expertise, under the direction of the Media Specialist, to assist teachers and students to accomplish their learning/teaching goals.

PERFORMANCE EXPECTATIONS: The AV Director will:

1. Provide technical guidance, assistance, and direction for planning, preparation, and production of media presentations to students and staff.
2. Maintain an efficient system for scheduling the use of items of AV equipment to include:
 - A. TV/VCR units
 - B. Laser Disk units
 - C. DVD units
 - D. Computer Display units
 - E. CD/Tape players

Page 2 - High School AV Director

- F. Camcorders
 1. VHS
 2. VHS-C
 3. Digital
- G. Cameras
 1. 35mm
 2. Digital
- H. Opaque projectors

- I. Video bridges
- J. Video Projectors
- K. Slide Projectors
- L. Dukane projectors

- 3. Operate and demonstrate a variety of audio-visual and electronic equipment as they are ir
- 4. Provide for the servicing and repairing of materials and equipment
- 5. Evaluate, order, and receive equipment

- 6. Maintain an inventory of materials to support the proper functioning of equipment ir
 - A. Bulbs/Lamps
 - B. Tapes
 - 1. Video
 - a. VHS
 - b. VHS-C
 - c. Digital
 - 2. Audio
 - C. Batteries
 - 1. Alkaline
 - 2. Nickel/Cadmium
 - 3. Lead: video
 - 4. Lithium
 - D. Transparencies
 - 1. Single sheet
 - 2. Roll
 - E. Cords and adapters
 - F. Lenses
 - G. Tripods

Page 3 - High School AV Director

- H. Microphones
- I. Headphones

- 7. Provide each teaching station with a maintained and properly functioning Overhead P
 - A. Maintaining an accurate inventory database including:
 - 1. Room assignment
 - 2. Teacher
 - 3. Model
 - 4. Lamp type
 - 5. Repair info.
 - 6. Lamp usage
 - 7. Date of purchase
 - 8. Machine #

B. Providing reserve units of:

1. Overheads
2. Pull down screens
3. Tripod screens

C. Maintaining an inventory of support equipment:

1. Basic Tools
2. Mirror and lens cleaner
3. Pressurized air containers
4. Mini vacuums
5. Power testing equipment
6. Soldering equipment

D. Upgrading aging equipment on an annual basis

8. Operate and maintain the Channel One system throughout the building, ensuring that:
- A. Each classroom has a functioning TV monitor
 - B. Channel One is broadcast 95% of the in-school days
 - C. Service needs are promptly communicated to the Channel One Help Line
 - D. Cable channels are programmed into the system as deemed appropriate
 - E. CHANNEL ONE CONNECTION educational programs are made available to faculty by:
 1. Providing teachers with a schedule of upcoming programs by subject
 2. Recording requested programs

- by:
3. Creating a database of recorded programming which can be accessed
Title, Subject, Teacher
 4. Providing access to the collection database onsite and by email
 5. Maintaining a checkout system
9. Provide video and audio duplication services upon request
 10. Provide off-air copying services upon request
 11. Provide and maintain a collection of school productions including, but not limited to:
 - A. School drama productions
 - B. Graduation ceremonies
 - C. Special Speakers
 - D. Student events(Prom, BC, etc.)
 - E. North Scott News
 12. Other duties as assigned

TERMS OF EMPLOYMENT: Nine month year. All working conditions are contained within t tf

EVALUATION: This position will be evaluated using a district-approved evaluation p

Approved by: _____ Date_____

Reviewed and agreed to by: _____ Date_____

(Incumbent)

(This job description contains only measurable performance responsibilities).

4/4/03