

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

SOUND TECHNICIAN/AV CLUB ADVISOR

QUALIFICATIONS

1. CRHS teacher.
2. Knowledgeable as to various AV technology.
3. Experience working with various AV technology.
4. After school availability on key dates.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Principal.

JOB GOAL

To serve as a knowledgeable resource and AV services facilitator to the CRHS administration, staff and students.

To provide for the delivery knowledgeable audio-visual services for CRHS programs, using the facilities and equipment provided therein, for both school day and after-school programs.

To recruit, train and supervise a responsible group of students to be involved in the delivery of audio-visual services.

RESPONSIBILITIES

1. To serve as a AV services facilitator for sound system, projection, television/VCR, lighting system technology and other types of AV services normally associated with a modern comprehensive secondary school as the services apply to school programs, excluding those activities normally associated with individual classroom activities. (These activities are the responsibility of the classroom teacher in concert with the media center specialist.)
2. Articulate with various personnel throughout the building regarding AV needs for various programs.
3. Monitor the student activities calendar for various events and activities.
4. Learn to properly and safely operate the building sound systems, moveable sound equipment, TV/VCR equipment, permanent and portable lighting equipment, and other types of projection equipment.
5. Stay current as to the proper operation of all equipment and learn to properly operate any new equipment.
6. Facilitate providing AV services for various programs.
7. Recruit and train a responsible group of students to assist with the delivery of AV services as needed.

8. Assign trained students to provide AV services as requested.
9. Supervise trained students on various assignments.
10. Be available after school and during school hours, with the parameters of the individuals assigned teaching responsibilities.
11. Work cooperatively and effectively with an assistant should one be assigned by the Board to assist the position holder.
12. Generally, monitor and supervise the use and operation of the CRHS Performing Arts Facility.
13. Prepare and submit budget requests to the Principal regarding equipment needs for the school, especially in the area relating to the function of the auditorium and/or other areas of the building requiring sound systems.
14. Prepare "log" forms to monitor assignments and use for AV services within the building and maintain such form in a current and accurate format.
15. Submit log report to the Principal on a monthly basis.
16. A budget will be prepared and submitted each year as part of the budget development process covering the need for new equipment, etc.
17. The sound system/AV person shall coordinate and articulate with the Principal, Coordinator of Student Activities, and at times the Athletic Supervisor.
18. The position holder shall also establish an effective working rapport with an assistant, should one be appointed.

TIME CONSIDERATIONS

The Sound System Technician/AV advisor shall be afforded his supervisory period(s) to complete and facilitate the responsibilities of the position, and shall not have a specific homeroom assignment or homeroom supervisory duties.

TERMS OF EMPLOYMENT

Ten months.

EVALUATION

Principal.

APPROVED BY: **Cumberland Regional Board of Education**
 DATED: **September 13, 1990**
 AMENDED: **February 12, 2009**
 AMENDED: **February 27, 2014**
 AMENDED: