

AV Technician

JOB DESCRIPTION

POSITION TITLE

A.V. Technician

MINIMUM

High School Diploma or Equivalency Certificate supplemented by courses in computer technology, plus three years of progressively responsible experience working with computer hardware and software, audio-visual equipment and telecommunications in the school setting; or an equivalent combination of education and experience.

QUALIFICATIONS

Skills and knowledge required for technical installation, integration, maintenance and troubleshooting of voice, data and video communications. Familiarity with alarm and security systems including card access key systems is also necessary. Proficiency with desktop publishing.

Organized, detail oriented and ability to work in a team environment as well as independently. Ability to communicate effectively in a friendly and professional manner. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO JOB GOAL(S)

District Network Manager

Install, maintain and support the district's computing infrastructure, and equipment for audio, video, security and telecommunication. Provide central technical support district-wide to staff, teachers and students. Maintain an effective and orderly work environment, including troubleshooting and maintenance to minimize down time.

JOB RESPONSIBILITY AND AUTHORITY

PRIMARY RESPONSIBILITIES

1. Install and maintain a variety of integrated telephone voice systems including Centrex, pots, T1, computerized switching, wired and wireless technologies including cellular, IP telephone, and computerized voice mail systems. Install, test, maintain and troubleshoot telecommunication systems in a variety of buildings and environments.
2. Design database and tracking methods for required maintenance and reporting.

Interact effectively with local, long distance, and cellular telephone providers and repair facilities.
3. Produce audio/video tapes of the board of education meetings and other meetings and events including but not limited to shooting, direction, switching, technical direction, audio, graphics, and editing of presentation and public meeting video for public viewing and archival storage.
4. Install, maintain, and utilize auditorium and presentation sound systems, microphones, wiring, wired and wireless intercom systems, as well as computerized and analog theatrical lighting systems and instruments.
5. Install, utilize and repair audiovisual equipment including cassette players and recording systems, CD/DVD systems, VCR's, LCD projection, television, and overhead projection equipment.
6. Familiarity with service providers as well as data and voice line maintenance for alarm and security systems including card access key systems is also necessary.
7. Install, maintain and troubleshoot computer hardware, software and peripherals for video and audio-based computer systems and labs. Assist in PC troubleshooting and maintenance district wide.
8. Participate in technology "Help Desk" operation. Direct computer hardware and software technical problem-solving traffic. Provide first level assistance on incoming calls and direct second and third level traffic to appropriate technology personnel. Manage "Help Desk" database.
9. Instruct Technology Facilitators in new software and hardware technologies. Produce technical documents and instructions in user-friendly manner.
10. Troubleshoot Internet/E-Mail/Network user interface. Provide first line assistance and direct upper level traffic to appropriate personnel.
11. Participate in keeping an inventory of computer/network, audio-visual, security and telecommunication equipment and materials.
12. Other duties as assigned for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the educational program.

WORKING RELATIONSHIPS

OF THE POSITION

TERMS OF EMPLOYMENT Months 12 months

Salary \$ SOMEA guidelines