

MONMOUTH REGIONAL HIGH SCHOOL

TITLE AUDIO VISUAL AIDS TECHNICAN

3. Daily Operations: Stocks supplies, Assigns equipment to classrooms, Sets up AVA equipment, performs minor repairs, coordinates distribution of AVA equipment and materials throughout the school, and maintains copying and duplicating machines for the district.
4. Tape Duplication center. Operate and maintain video audio tape Duplication Center.
5. Technology development. Research and implement new technologies throughout the school, working with the Technology team, and writing and researching grants and technology proposals on behalf of the district, as they apply to audio and or video.
6. Inventory control. Develop, implement and handle inventory control for the entire school, on the schools network.
7. Specialty Jobs. Work on such jobs as Theater, and Musical production needs.
8. Video programs. Create video programs for the school, staff and related areas.
9. Evening/Weekend Assignments: Return to work nights and weekends for special projects for students and staff to provide sound, light, and audio support. Some examples include: Multi-cultural program, Fashion show, theatrical and musical productions, graduation, budget presentations, Junior High parents night, etc., (estimated 10 night productions a year).
10. Supervisor: Oversee AVA Club.
11. Budget: Work with the media center staff to prepare and administer the departmental budget as it relates to AVA.
12. Technology Plan – Responsible for input in the development of sections of the district technology plan as it relates to audio, visual, cable, television, satellite and distance learning.
13. Office Procedures: Develop and maintain efficient office routine and procedures: including but not limited to AVA inventory control, maintenance history records, and time and utilization records of AVA equipment and materials.
14. Other such duties as may be assigned by the Superintendent, or Business Administrator.

Evaluation:

Performance of this job will be evaluated by the Principal. First Year: no less than three (3) times per year during the first twelve (12) months of service. Second Year forward: not less than two (2) times per year after the first anniversary date.

Approved

Date

First Reading Board of Education: October 20, 2015

Second Reading Board of Education: November 3, 2015

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