

## **Audio Visual Technician I**

### **Purpose Statement**

The job of Audio Visual Technician I is done for the purpose/s of integrating district audio visual technology to enhance the learning environment; supporting the district's audio visual goals, planning, design, customer support and quality control; supporting audio visual projects so that they are communicated well with end users, continually in compliance with the school district's ongoing strategic initiatives and completed successfully.

This job reports to Lead Audio Visual Technician.

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### **Essential Functions**

- Advise the team lead when developing standard specifications (e.g. brands, makes, models, etc.) for the purpose of ensuring long-term audio-visual functionality at minimum costs to the district.
- Assists the planning and designing of all audio-visual systems for the purpose of ensuring all customer needs are addressed.
- Collaborates with a variety of internal and external parties (e.g. administrators, teachers, engineers, technicians, managers, etc.) for the purpose of providing and/or receiving information and ensuring ongoing success.
- Coordinates work between infrastructure, technology support, network and other department teams to ensure effective communication and collaboration on all audio-visual projects.
- Create and maintain records for the purpose of complete and accurate documentation of projects and designs.
- Create and manuals and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, repair logs, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
- Efficiently communicates with end user regarding projects, request, and work order status for the purpose of providing excellent customer service.
- Generate complete and timely resolutions to requests for the purpose of maintaining functional audio-visual systems throughout the district, while providing excellence in customer service to district staff and students.
- Installation of all audio-visual and related equipment as requested and directed by the Lead Audio Visual Technician for the purpose of keeping audio-visual systems relevant to current industry standards.
- Manages daily work schedule according to current request and incident workload for the purpose of effective time and project management.
- Monitors the incoming of end-user incidents, requests and problems within the Audio Visual team for the purpose of ensuring rapid and responsible responses.
- Prepare and present information when needed for the purpose of communication, gaining feedback and ensuring adherence to established procedures.
- Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and/or conveying information.

- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.
- Respond to inquiries for the purpose of providing information and/or direction.
- Responds to a variety of questions from staff, parents and students for the purpose of providing information, guidance or referral.
- Sets and maintains appointments with district personnel for the purpose of effectively providing service with minimal intrusion to classroom instruction.
- Troubleshoots and maintains all district audio-visual systems and equipment including but not limited to projectors, digital displays, classroom audio systems, large venue audio (e.g. gyms and auditoriums), and other general equipment for the purpose of facilitating technology in the learning environment.
- Utilizes appropriate project management tools, processes and procedures for the purpose of effectively supporting audio-visual projects.
- Work with end user during and after implementation of new technologies for the purpose of instilling confidence in the use of systems provided.

### **Other Functions**

- Actively pursue and maintain job related certifications and trainings.
- Familiarize and practice the vision and mission statements put forth by the Department of Technology.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the team and adherence to Park Hill School District's strategic initiatives within the Department of Technology.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; operating equipment used in the setup/testing of installing or evaluating of audio visual systems; preparing and maintaining accurate plans, designs and other records; demonstrated customer service skills, excellent interpersonal skills including oral and written communication, strong project management skills and strong analytical and problem-solving skills.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, present information to others, and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: working/designing knowledge of industry standard audio visual systems; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to manage multiple large projects simultaneously. Required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions. Ability to keep current on developing audio-visual technologies and potential impact on district operations. Ability to relate to people and to observe, listen, motivate, and provide leadership. Ability to manage financial, material, and human resources effectively. Ability to develop, implement, monitor and evaluate audio visual goals and initiatives.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; working collaboratively with end-users and technology staff to research, design, develop, test, manage, and plan the deployment of new and upgraded software packages; effectively balance projects, tasks and problems; actively participate in team and department meetings; other duties as assigned. Utilization of resources from other work units is often required to perform the job's functions. There is significant opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 10% sitting, 30% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required. Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency In addition to the information listed in the experience and education areas: Prefer a minimum of 3 years of audio visual job related experience.

Required Testing

None specified

Certificates

Appropriate Technology Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Primary Location Technology Center (District Office)

FLSA Status Non-Exempt

Salary Range Per experience