

Audio Visual Aide

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the maintenance of audio-visual films, tapes, and other materials and may involve the operation of a variety of audio-visual equipment such as film projectors, tape recorders, film in accordance with established policy and procedures, with leeway allowed for exercise of independent judgment for carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Process requests from teachers and students and orders a variety of audio-visual supplies and materials for use in the school;
- Coordinates and organizes delivery and return of motion picture films, film strips, slides and related audio-visual materials for school and repaired equipment from repair center;
- Maintains an inventory catalog of audio-visual materials, films, film strips, slides, tapes, and related material on computer equipment
- Assists teachers and students in the operation of audio-visual equipment;
- May give directional information and assistance to students in finding and usage of films, slides, and other audio-visual materials;
- Performs basic clerical duties related to audio-visual processing including minor statistical reports;
- May prepare and maintain a variety of records and reports;
- May make minor adjustments and simple repairs to a variety of school audio-visual equipment and when necessary, sends equipment to repair center;
- May project and check motion picture films, film strips, and slides ordered and received from supplies for sound and picture quality and/or synchronization;
- Operates a telephone in receiving and expediting requests for supplies, materials and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND CHARACTERISTICS: Working knowledge of the care, repair, cleaning and storage of motion pictures films, slides, phonographic records, tapes and film strips and minor repair and maintenance of audio-visual equipment; ability to instruct and inform others in the operation of a variety of audio-visual equipment; good clerical aptitude; ability to readily acquire familiarity with and knowledge of terminology, procedures, and equipment related to school audio-visual work; ability to get along well with others; manual dexterity; good judgment; accuracy; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and **EITHER**

- (A) One year of full-time experience in audio-visual work involving the operation and minor maintenance of a variety of audio-visual equipment such as film and slide projectors, tape recorders, etc. **OR**
- (B) Two years of general clerical experience **OR**
- (C) Any equivalent combination of experience and training within the limits of (A) and (B)

