

JOB DESCRIPTION - DISTRICT AUDIOVISUAL COORDINATOR

Qualifications: Department of Public Instruction certification #905.

Reports to: High School Principal

Basic Function: To coordinate K-12 audiovisual hardware acquisition, maintenance, and checkout services including facilitation of the ERVING classroom and equipment.

Work Schedule: Regular teaching schedule including one period per day for AV work and additional hours as needed for ERVING related duties after normal school hours paid at an hourly rate as specified in the BEA contract. Additional hours to be approved in advance by the high school principal and submitted to the district administrator for reimbursement.

Job Goal: To provide district personnel with audiovisual equipment to carry out the goals and objectives of their programs and to facilitate the ERVING program.

1. Organizational Planning:
 - a. Assess needs and develop long-range plan for district and building level audiovisual hardware purchase.
 - b. Develop district AV hardware policies and procedures.
 - c. Evaluate AV hardware program and make recommendations for improvements.
 - d. Order, label, and inventory all district AV hardware.
 - e. Schedule annual hardware maintenance and repair services.
2. Instructional Development
 - a. Serve as a consultant to departments, curriculum committees, and other professional staff in the selection of AV hardware.
 - b. Arrange for video taping of curricular and extra-curricular activities requested by staff.
 - c. Distribute NEWIST literature regarding programs and taping rights.
 - d. Provide staff with instruction on the use of AV hardware as requested.
 - e. Provide direction in the evaluation, selection, and use of new AV technology.

3. Fiscal Management
 - a. Determine resources needed to achieve program goals and objectives.
 - b. Develop annual AV hardware budget.

4. ERVING Distance Learning Program
 - a. Maintain AV hardware and report inoperable equipment to ERVING office.
 - b. Assist faculty, staff, and inservice presenters in using the distance learning equipment.
 - c. Open ERVING classroom and activate equipment for programs after normal school hours.
 - d. Distribute ERVING related mail and handouts from the school and fax machines.

5. Other Responsibilities
 - a. Perform nonroutine duties at the direction of the high school principal.

Approved: January 29, 1990

Revised: September 7, 1994