

AUDIO-VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: These duties involve the maintenance of audio-visual and related learning resource materials, and also may involve the operation of a variety of audio-visual equipment, such as reel and cassette tape recorder-players, film inspectors, splicers, film and slide projectors, video-tape recorders and duplicators, etc. in a school district or community college. The work is performed under general supervision of either a higher-level supervisor in the audio-visual field or school or college official, with leeway allowed for independent judgement in carrying out details of the work. Supervision may be exercised over the work of student assistants or helpers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Processes requests from teachers, students and civic groups, and obtains a variety of audio-visual supplies, computer discs and media materials and equipment for use in the school district or community college;

Coordinates and organizes delivery and return of 16mm films, videos, media kits, laser discs, computer software, specialty kits, phonograph records, audio tapes and related audio-visual materials using media labels;

Inspects, cleans and repairs 16mm films, and replaces damaged footage using inspection and splicing and sprocket machines;

Operates record players, tape recorders, VCR's, film and slide projectors and related audio-visual equipment;

Logs in returned films and media kits;

Provides customer service for school personnel regarding audio-visual resources;

Assists students and faculty in locating, utilizing and returning a variety of audio-visual learning resources, as noted above;

Duplicates video-tapes on reel-to-reel tape or cassette cartridges;

Projects and/or inspects motion picture films, film strips, slides, and VCR tapes ordered and received from suppliers for sound and picture quality and/or synchronization;

Monitors video recorders to assure that adequate quality of tapes is achieved;

Organizes requested audio-visual materials for use during specific periods or classes to maximize utilization of available resources;

Operates computer or typewriter as necessary to perform the duties of the position, however duties do not require the services of a skilled typist;

Prepares and maintains a variety of records and reports related to the work;

May sort, stamp and distribute mail;

May perform off-air video taping and duplication of videos, via computer;

May utilize computer to print labels and library cards, etc.;

May load, operate and control cassette or open-reel video equipment used in recording television programs off the air or cable according to a pre-set schedule;

May make minor adjustments and simple repairs to a variety of school audio-visual equipment, such as changing bulbs, record player needles, cleaning lenses, etc.;

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Typical Work Activities continued:

May organize and maintain an inventory catalog of audio-visual materials, films, film strips, slides, computer guides and discs, tapes and related materials used in the instructional process;

May instruct teachers and/or students in operation of the audio-visual equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the care, repair, cleaning and storage of motion picture films, slides, phonograph records, tapes, filmstrips and computer discs; ability to readily acquire familiarity with, and knowledge of, terminology, procedures and equipment related to school district audio-visual work; ability to operate a variety of audio-visual equipment; ability to keep records and prepare reports; ability to instruct and inform others in the operation of a variety of audio-visual equipment; manual dexterity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma;
OR
- (B) Two (2) years of clerical experience; **OR**
- (C) Two (2) years of experience involving the operation of a variety of audio-visual equipment.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.