



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE B JOB DESCRIPTION AUDIO-VISUAL ADVISOR**

### **QUALIFICATIONS:**

1. Fills a board-approved full-time position on the faculty or support staff;
2. Possesses organizational ability;
3. Demonstrates interest in and knowledge of audio-visual equipment; and
4. Exhibits interpersonal skills.
5. Successfully completes required criminal history check and has proof of U.S. Citizenship or legal resident alien status.

**REPORTS TO:** High School Principal

**JOB GOAL:** Under the leadership of the high school principal, to oversee the organization, loan and repair of audio-visual hardware and software.

### **PERFORMANCE RESPONSIBILITIES:**

1. Keep audio-visual hardware and software physically organized for easy retrieval, loan, and return.
2. Develop loan/scheduling system to allow multiple use of specific pieces of equipment on each school day.
3. Maintain equipment by making minor repairs (e.g., bulb replacements) or by arranging for repairs through outside technicians.
4. Organize and train student volunteers to help with loan, delivery, return, and maintenance of equipment.
5. Schedule student volunteers to be available at key times of day.
6. Maintain roster and records of student volunteers so that proper recognition can be awarded for their services.
7. Inform principal of any needed supplies to keep audio-visual services operational.
8. Inform principal of need to discard or replace any obsolete or unrepairable equipment.
9. Inform principal of any demands that indicate the need for more or less of specific pieces of equipment.

10. Keep orderly file on instructional manuals, warranties, catalogues, and repair advisories of audio-visual equipment and supplies.
11. Arrange for any evening or weekend need for audio-visual equipment by outside users of the building.
12. Provide input to the principal for audio-visual equipment in the budget development process.
13. Provide instruction as needed to staff members in the use of audio-visual equipment.
14. Perform other appropriate tasks in connection with this advisorship as assigned by the principal.

**TERMS OF EMPLOYMENT:** The audio-visual advisor may be required to perform services in connection with the job beyond the school day. The stipend for the position will be paid for tasks completed as described in Performance Responsibilities and shall not be limited by hourly, weekly, or monthly schedules.

**EVALUATION:** The audio-visual advisor will be evaluated annually by the principal in accordance with the provision of the Board-adopted policy concerning staff evaluations.

**SOURCE:** Regular Board Meeting

**DATE:** February 23, 1994