

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Service-Maintenance
Revised: 08/29/14

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 digital recorders, dvd duplicators, MP3 players, mobile devices, e-readers, dvd players, slide projectors, video-tape recorders and duplicators, etc. in a school district. The work is performed under general supervision of either a higher-level supervisor in the audio-visual field or school official, with leeway allowed for independent judgment in carrying out details of the work. Supervision may be exercised over the work of student assistants or helpers. The incumbent performs 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;

Coordinates and organizes delivery and return of dvds, videos, media kits, computer software, specialty kits, cds, audio tapes and related audio-visual materials using media labels;

Inspects, cleans and repairs cds, dvds, video cassettes and A-V equipment, and replaces damaged footage using inspection and splicing and cleaners;

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

Logs in returned media materials;

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 and/or dvds if copyright allows;

Monitors video recorders to assure that adequate quality of tapes and/or dvds is achieved;

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

Operates computer or other mobile devices as necessary to perform the duties of the position; however, duties do not require the services of a skilled word processor;

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

May project and/or inspect dvds and other media types ordered and received from suppliers for sound and picture quality and/or synchronization;

May sort, stamp and distribute mail;

May perform off-air taping and duplication of videos and/or dvds or digital materials, via computer if copyright allows;

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

May load, operate and control dvd or digital 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, cleaning lenses, etc.;

continued...

TYPICAL WORK ACTIVITIES (continued):

May organize and maintain an inventory catalog of materials used in the instructional process;
May instruct teachers and/or students in operation of the audio-visual equipment and access to on-line media booking systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the care, repair, cleaning and storage of dvds, audio-visual materials, e-reader devices, cds, slides, tapes, and computer storage device; 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 as described in (B) or (C) above will be pro-rated toward meeting full-time experience requirements.