

Jurisdiction: Oneida County Schools
Jurisdiction Class: Competitive
Revised: 8/29/97

SENIOR AUDIO-VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing and supervising moderately difficult and responsible work in receiving, storing, and distributing a variety of audio-visual supplies, material and equipment. The incumbent processes all audio-visual material distributed by an instructional materials center and supervises the work of Audio-Visual Aides and other subordinates. The work is performed under general supervision of a higher-level supervisor, with considerable leeway allowed in the exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the processing of requests for audio-visual supplies, material and equipment;
Supervises the inspection and repair of films;
Maintains records and prepares reports in regard to audio-visual functions;
Supervises and performs laminating of visual aides and the duplication of tapes;
Supervises the preparation, periodic revision and distribution of audio-visual catalog;
Distributes audio-visual material submitted by manufacturers for preview and evaluation by teachers and supervisors;
Supervises the filling of orders for media and the return of material to storage after use;
Supervises and performs off-air video taping and duplication/recording of videos, via computer;
Oversees the filing of literature and catalogs supplied by vendors;
Types and files correspondence, reports and forms;
Operates computer or typewriter as necessary to perform the duties of the position; however, duties, do not require the services of a skilled typist.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the care, repair, cleaning and storage of motion picture films, slides, tapes and filmstrips; working knowledge of terminology, procedures and equipment used in audio-visual work; ability to type at an acceptable rate of speed; ability to prepare moderately complex records and reports; ability to plan and supervise the work of others; good hand and eye coordination; interest in audio-visual work; manual dexterity.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience involving the operation of a variety of audio-visual equipment and related clerical duties; OR
- (B) Four (4) years of experience, as described in (A) above; OR

Continued...

MINIMUM QUALIFICATIONS (cont'd):

- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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