

# Ravenswood City School District

## Position Description

**TITLE: Audio Visual Coordinator**

**Job Purpose Statement:**

Under the direct supervision of the Director of Technology, the Audio Visual Coordinator is responsible for creating and maintaining a robust “How-To” platform in support of distance & in-classroom learning, audiovisual technology spaces to meet instructional needs, and an innovative new eSports program for the middle school.

**Essential Job Functions**

- Produce & create multilingual online videos to support student & parent learning in support of distance learning (e.g. - How to connect to SeeSaw on your iPad; How to manage your class iPads, Remotely using Teacher & Student JAMF).
- Collaborate with teachers to support students and parents with distance learning.
- Plan and develop the 8-to-80 eSports space.
- Design and develop 8-to-80 eSports related programming.
- Explore and develop partnerships with appropriate Community Organizations.
- Upgrade audio visual equipment in school multipurpose rooms and district office meeting rooms, including projection, sound, lighting, and curtains.
- Set-up and dismantle audio visual equipment for district-wide professional development and other meetings as assigned.
- Collaborate with District architects for improvement projects.
- Assist with planning, implementation and training of staff with audio visual equipment in classrooms and training rooms
- Assist with troubleshooting, repair and maintenance of audio visual and technology equipment
- Assist with other related tasks as needed.

**Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:** Audio visual equipment installation, repair, and maintenance; Platforms utilized by staff, students, and families for distance learning; eSports programming and implementation; microcomputer and related hardware repair and maintenance; safe driving practices and traffic laws.
- **ABILITY TO:**
  - Troubleshoot, maintain and repair audio visual, computers and related hardware.
  - Maintain an inventory of audio visual cables and repair parts.
  - Work without close supervision.
  - Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
  - Write reports, business correspondence, and procedure manuals.
  - Effectively present information and respond to questions from groups of managers, and the general public.

- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
  - Apply concepts of basic algebra and geometry
  - Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
  - Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
  - Apply knowledge of current research and theory in specific field.
  - Perform duties with awareness of all District requirements and Board of Education policies.
  - Follow oral and written directions.
  - Maintain insurability to drive a District vehicle.
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
- **EDUCATION AND/OR EXPERIENCE:** Bachelor's degree from an accredited college or university or equivalent experience. Computer literacy including but not limited to MS Office skills (Word, Excel) and Data Management Systems. Regularly required to operate standard office equipment (personal computer, calculator, photocopy machine, fax machine, etc.). Advanced knowledge of audio visual equipment setup and use. One year of experience creating and supporting audio visual spaces in an educational context. Successful work experience with using, maintaining and repairing Apple and Windows computers.
  - **PHYSICAL ABILITIES:** Seeing to perform activities. Hearing and speaking to exchange information. Dexterity of hands and fingers to operate a keyboard. Sitting and standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-60 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**Working Conditions:**

- **ENVIRONMENT:** Indoors and outdoors work environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Director of Technology

**Work Year:**

- 11 months

**Salary Placement:**

- Range 4 of the Management Salary Schedule

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Management.