MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Audiovisual Specialist

DEPARTMENT: Media Programs/Schools

PAY GRADE: (B4) 19

DATE: 03/02/01

BASIC OBJECTIVES

This is varied general work assisting the Media Specialist with the day-to-day operations of the School Library Media Center’s materials collection and audio-visual related equipment, i.e. digital cameras, audio CD players, video recorders, overhead and video projectors, audio cassettes, etc.

JOB TASKS/RESPONSIBILITIES

1. Assists students and teachers in the use and operation of audiovisual, production and other instructional equipment.

2. Circulates equipment and materials to faculty and department areas, processes film and tape requests from the district library.

3. Assists in the training, supervision and monitoring of student aids and volunteers.

4. Maintains the library/media center material and audiovisual equipment collections, ensuring the timely return of materials to the shelves and the orderly arrangement of materials and equipment.

5. Processes new materials and equipment for circulation.

6. Maintains equipment records with property control and serial numbers. Assists in the annual inventory of all library/media center materials and equipment, including maintenance and survey records.

7. Performs routine preventative maintenance and makes minor emergency equipment repairs.

8. Copies, edits and performs minor repairs to audio and video films and tapes.

9. Prepares requisitions for parts, supplies, software materials and equipment performs other media center duties as assigned by the Media Specialist.

10. Performs related work as required and/or assigned.
PHYSICAL REQUIREMENTS

This is work which requires the following physical activities: climbing, bending, stooping, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing and visual acuity. The worker is exposed to hazards and the work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from High School or an equivalent recognized certificate.

2. Experience in the operation of audio and video equipment, and basic computer applications and systems.

3. Working knowledge of the instructional uses of video editors, graphics generators, audio and video equipment is preferred.

Prior revision date(s): 10/24/74, 03/24/93, 03/03/00