



Job Description

Job Title: Audio-Visual Supervisor

Position Code: 1N27, AN27

Job Classification: Non-Exempt

Supervisor: Supervisor Technical Support Services

Pay Grade: 32

Contract Length: 245 Days

Job Summary

Position is responsible for supervising the operations of the electronic and audio-visual equipment, and inspecting skilled electronic work, installation and repair work at different levels.

Essential Duties

1. Responsible for supervising electronic work.
2. Procures appropriate equipment and materials.
3. Prepares routine work reports and performs the most difficult electronic work.
4. Makes assignments to A/V technicians and gives technical advice and assistance as needed.
5. Inspects all major projects for satisfactory performance and uses own judgment regarding work methods.
6. Supervises installation, maintenance and repair operations of all audio-visual and related electronic equipment in the school system.
7. Maintains and repairs intercommunication systems and public address amplifiers.
8. Designs and fabricates testing devices not otherwise available.
9. Coordinates clinics for schools desiring to upgrade the quality of their audio-visual equipment and electronic maintenance.
10. Acts as department liaison at the School Board meetings and special events providing equipment and support as needed.
11. Maintains alarm signal systems when an integral part of an amplifier system breaks down.
12. Repairs projectors, radio and television receivers, record players, tape recorders, film strips, slide projectors and VCR's.
13. Maintains and operates highly technical testing equipment in the shop.
14. Monitors equipment issued, and maintains inventories and maintenance records.
15. Evaluates materials and techniques used in maintenance and repair in order to develop more efficient methods of operation and to utilize superior equipment.
16. Performs other duties as assigned.
17. Models nondiscriminatory practices in all activities.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or any equivalent combination of experience and training in television, radio, intercommunication and amplifications equipment and communication equipment. Comprehensive knowledge of the operation and repair of audio-visual equipment. Ability to test and detect breakdowns in audio-visual and other electronic equipment. Ability to read and understand complex electronic equipment, schematic diagrams and instructions regarding the care and use of the audio-visual equipment. Skill in the

use of tools and equipment employed in testing and repairing electronic equipment. Ability to design circuits for amplifier systems. Good technical judgment. Must possess valid Virginia Driver's License.

Working Conditions and Physical Requirements

Must have the ability to stand and sit for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 75 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Audio-Visual Staff

Supervision Received: Supervisor Technical Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Audio-Visual Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the director or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 6/10 (BB)