

**PLEASANTVILLE PUBLIC SCHOOLS  
PLEASANTVILLE, NEW JERSEY  
JOB DESCRIPTION**

**Business/Operations**

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**TITLE: A/V MEDIA TECHNICIAN**

**QUALIFICATIONS:**

1. High school diploma, Associates degree preferred
2. Have at least 2 years experience with video production
3. Minimum experience as determined by the board
4. Demonstrated proficiency in oral and written communication and ability to assist with instructional activities
5. Clerical aptitude, good typing skills, and knowledge of information technology
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** High School Principal

**JOB GOAL:**

Responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment and to provide support services inherent to the effective operation of the school media and technology. To assist students, teachers, BOE and community with video production.

**PERFORMANCE RESPONSIBILITIES:**

1. Set up and operate sound equipment.
2. Set up and operate spotlights.
3. Monitor sound feeds to ensure quality.
4. Ensure equipment is installed according to designated layout.
5. Test and resolve equipment issues.
6. Diagnose and correct media system problems.
7. Send in equipment for repairs as needed.
8. Clean audio and video equipment and store properly.
9. Ensure equipment the safe transfer and shipment of equipment.

## AV MEDIA TECHNICIAN (continued)

10. Maintain inventory of equipment.
11. Assists students in making proper use of media center equipment and materials.
12. Performs other related duties as assigned.
13. Instruct and assist teachers and students in proper use and operation of video equipment.
14. Set up and operate video equipment for special programs and meetings.
15. Provide videotaping and editing assistance to the staff and others as requested.
16. Use computers and/or electronic equipment to fulfill job functions.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Assist in the set-up and take-down of audio-visual and media equipment for classrooms, conferences, meetings and other related activities and events.
19. Assist staff in the selection and requisitioning of media materials; research and preview new materials; compile lists of potential purchases; process purchase requisitions; obtain authorized signatures; receive, process and distribute materials to District locations.
20. Assist in the processing of equipment circulation, work orders, tracking and invoicing.
21. Operate and maintain a variety of office, instructional and technical equipment, including but not limited to, a still and a video camera, general lighting, editor, duplicator, copier, computer, fax machine and projector; notify appropriate personnel regarding maintenance and repair needs; demonstrate the use of equipment to students and staff.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Be required to stand; walk; use hands to manipulate fingers, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl.
4. Specific vision abilities required by this job include color vision, close, vision, depth perception and ability to adjust focus.
5. Be able to regularly lift and/or move (to various locations) up to ten (10) pounds, frequently lift and/or move up to thirty-five (35) pounds and occasionally lift and/or move up to 70 pounds. This would include computers and/or peripherals, ladders (6'– 12'), spools of cable, and equipment cabinets, to the third floor via stairs in any particular building.
6. Speak and hear.
7. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
8. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
9. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls

### Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or

## AV MEDIA TECHNICIAN (continued)

operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### Other

Performs related duties as assigned.

**TERMS OF EMPLOYMENT:** 12-month employee, salary and work year to be determined by the PEA contract.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Pleasantville Board of Education

Date: August 18, 2015

Revised:

### **LEGAL REFERENCES:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement

<u>N.J.A.C.</u> 6A:32-4.2	Approval of paraprofessional staff
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

No Child Left Behind Act of 2001, P.L. 107-110, Title I Part A, Section 1119 Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002