



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Audiovisual Aide
<i>Payroll/Personnel Type:</i>	10 Month
<i>Reports to:</i>	Supervisor – Audiovisual

Position Summary:

The Audiovisual Aide performs the duties required to issue, receive, inspect or operate audiovisual materials.

Essential Functions:

- Troubleshoot problems with equipment and clean, adjust, or repair as needed; notify appropriate personnel for additional assistance.
- Receive and inspect condition of returned items and return to stock if materials have not been damaged.
- Return films and play audiocassettes to determine if materials are in good working order.
- Prepare reports on damaged or missing materials to be kept on record by the school.
- Inspect shipping boxes and attach new shipping labels, leaders, and tail strips if necessary.
- Operate a film inspection machine to rewind returned film and determine if film has been damaged.
- Receive, catalog, and stock new and returned film into proper containers to ensure organization and availability of materials.
- Perform routine maintenance and minor repairs of materials.
- Perform other duties as assigned.

Experience:

- Minimum of three years of experience in the use and/or set up of light, sound and audiovisual equipment in order to gain sufficient experience to perform the requirements of the position.

Education:

- High school education or equivalent plus additional broad specialized training in the use of audiovisual equipment or two years of college.

Knowledge, Skills, and Abilities:

- Apply principles of logical thinking to define problem, collect data, establish facts and draw valid conclusions.
- Ability to interpret instructions furnished in written or oral form.
- Ability to effectively work and interact with others.
- Ability to deal with problems involving standardized situations.
- Ability to use or learn to use a variety of electrical and mechanical equipment.



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Physical Requirements:

- Must be physically able to operate a motor vehicle.
- Sitting, walking, standing, stooping or crouching, reaching, pushing, grasping, and talking.
- Clarity of vision at 20 inches or less.
- Must be able to exert up to 25 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects.
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee Date

Immediate Supervisor Date

Human Resources Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.