



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

---

|                                |                        |
|--------------------------------|------------------------|
| <b>Position Title:</b>         | Audiovisual Technician |
| <b>Payroll/Personnel Type:</b> | 12 Month               |
| <b>Reports to:</b>             | Audiovisual Supervisor |

**Position Summary:**

The Audiovisual Technician performs the duties required to issue, set up, or operates audiovisual equipment; order and distribute audiovisual materials; create identification badges; maintain centralized key storage; serve as resource for student locker combinations and issues.

**Essential Functions:**

- Use Photo Image Card Computer to create the photograph and text for identification badges including the backup of related files and training other designated personnel to use the system
- Maintain a building key inventory for rooms, desks, cabinets, etc., stocking and replacing keys as needed; properly track keys issued; check broken locks, determine priority, and order repairs as needed
- Compile and send weekly audiovisual material requests; receive, notify and issue materials appropriately; collect and return to library after use
- Upon request, prepare a variety of equipment (microphones, sound systems, lighting systems and audiovisual equipment), including set-up, testing and providing instructions on usage; properly track equipment issued
- Troubleshoot problems with equipment and adjust or repair as appropriate; notify appropriate personnel for additional assistance
- Set up and issue student locker assignments; assist students with locker problems; at end of school year, open and inspect lockers, remove books, prepare locker combination slips and record sheets and change combinations
- Order locker repairs as needed
- Perform routine maintenance and minor repairs of copy machines, maintain supply inventory and reorder as needed
- Perform related duties or special projects

**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 equipment

**Experience:**

- A 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 (required)



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

---

**Education:**

- High School Education or Equivalent plus additional broad specialized training in the use of audiovisual equipment equal to two years of college

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- 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.***