

**Roswell Independent School District
Job Description**

Job Title: AUDIO/VIDEO SPECIALIST

Reports To: DIRECTOR OF TECHNOLOGY

General Job Description:

Under general supervision, support administrative and end-user electronic and electrical equipment, including but not limited to cleaning, servicing, testing and repairing all electronic equipment.

Essential Duties and Responsibilities:

1. Clean, service, test, and repair all non-warranty electronic equipment including, but not limited to, the following:
 - a. Computer Equipment
 - b. Audio/Visual Equipment
 - c. Bell Systems
 - d. PA Systems
 - e. Phone Systems
 - f. Fire Alarm Systems
2. Troubleshoot and identify problems and order parts as necessary.
3. Maintain accurate equipment repair histories through use of application software.
4. Collaborate with other technology staff in the integration of technology.
5. Knowledge of electronic and electrical theory.
6. Knowledge of computer systems and subsystems.
7. Knowledge of operating systems, network concepts, infrastructure layouts and design concepts.
8. Keep up to date with current technologies.
9. Personal and professional task management through the use of technology.
10. Maintain confidentiality with sensitive matters.
11. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
12. Report to work on time and work no less than 7 hours per day.
13. Work independently with very little supervision.
14. May be required to perform other related duties/functions as assigned by your supervisor.

Supervisory Responsibilities:

None

Qualifications:

1. Associate's Degree and/or appropriate industry certifications pertaining to areas of expertise.
2. Five years' experience in working as a computer repair technician and/or AV Tech.
3. Valid Drivers' license and Car Insurance.
4. Experience may be substituted on a year for year basis for relevant education.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

AUDIO/VIDEO SPECIALIST (CONT'D)

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site visits as needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date