

## **AV COORDINATOR**

**Reports To:** Building Principal

**Qualifications:** Appropriate Certification  
Familiarity with Audio Visual Equipment

**General Description:** Oversee/maintain audio-visual equipment and assist staff with AV needs.

### **Major Duties and Responsibilities:**

- 1.1 Collect and maintain an inventory of audio visual equipment on an annual basis.
- 1.2 Perform minor repairs, clean equipment, and replace lamps on a daily basis.
- 1.3 Order replacement lamps and new equipment.
- 1.4 Assemble new equipment and set up TV-VCR units.
- 1.5 Set up large screens for assemblies.
- 1.6 Set up camcorders upon request.
- 1.7 Set up AV equipment for in-service workshop sessions, PTO meetings, and other special activities.
- 1.8 Maintain a continuing inventory of established AV equipment, audio/video tapes, projection lamps, and new equipment.
- 1.9 Demonstrate proper use of AV equipment.
- 1.10 Assist staff with problems/questions arising from the everyday use of AV equipment.
- 1.11 Responsible for the collection, deposit of funds, payment of bills, and financial reporting according to board policies and regulations.
- 1.12 Perform additional duties related to activity as assigned by the building principal or assistant principal.

**Evaluation:** Performance of this job will be evaluated annually following provisions of the Board of Education's policy on the evaluation of extracurricular staff.

**Adopted:** July 1st, 2024