

TITLE: AUDIO-VISUAL COORDINATOR

QUALIFICATIONS: New Jersey Teaching Certificate

REPORTS TO: Superintendent, Principal and Vice-Principal

TERM: School year

RESPONSIBILITIES INCLUDE:

1. Maintaining inventory of all 9-12 audio-visual equipment.
2. Distribution of A/V equipment to 9-12 staff.
3. Distribution and cataloging of all A/V software.
4. Develop audio-visual budget for district and place orders for next school year.
5. Coordinate extra-curricular activities in auditorium and gymnasium by providing sound and lighting as necessary.
6. Videotape school events as deemed necessary by administration, such as winter concert, etc.
7. Taping of off-the-air programs for staff members or administration.
8. Taping programs for classroom use.
9. Basic maintenance of A/V equipment.
10. Supervise any students who volunteer to work in audio-visual office.
11. Budget preparation for district's audio-visual software and hardware.
12. Oversee the student ID program. This includes coordinating initial date with photographer, maintaining student records and taking make-up photos, during the school year.
13. Organize the distribution and collection of all student locks and lockers.
14. Maintain a list, to be provided by homeroom teachers, of all student locks and lockers.