



JOB DESCRIPTION

Salary Grade: 6

Job Title:

A.V. Technician – Curriculum Support Unit/Media Centre

PRIMARY FUNCTION:

The main purpose of this job is to provide media and audio visual services and instruction including distribution, maintenance and operation of audio visual equipment and other equipment to TCDSB personnel and students within the jurisdiction of the instructional and administrative sites as required.

MAIN RESPONSIBILITIES

1. Maintains the efficient operation of the Media Centre by:
 - maintaining and updating a record of statistics regarding the use of the media centre to ensure an adequate supply of equipment and materials is kept on hand
 - organizing and upkeeping the working and storage spaces
 - cleaning and tidying centre after workshop hours
 - responding to enquiries on the correct supplies, the efficient use of the materials, the aesthetics of their projects and instruction on the operation of the equipment
 - scheduling use of media centre facilities
 - investigating the purchase of hardware and consumable items and evaluating the possible usefulness and economy of such items in the media centre
 - preparing purchase requisitions for administrative approval for the replacement of equipment and supplies
 - preparing memos , reports, and budget requests for consideration by senior staff
 - monitoring staff utilizing media centre to ensure correct use of audio visual equipment.

2. Demonstrates the media centre facilities and provides instruction in the use of audio visual equipment by:
 - instructing teachers, students and other Board staff, when required, in the proper and safe operation of video cameras, camcorders, computers, and mini studio equipment as well as the various audio equipment located in the media centre, such as cassette tape, reel to reel tape, records, slide/tape and film sound tracks and instructing in the ability to produce high or special quality final products
 - instructing, when required, in the operation of all audio visual and computer equipment found in the field centres and schools including laminators, button/batch makers, slide/sound synchronizers, lettering system, audio recording and tape duplicating, video editing, label making technologies, large electric staples etc.
 - providing ideas, as requested, to improve the quality and economical use of the material and to enhance staff presentations
 - visiting schools to provide audio visual services and instruction
3. Maintains a distribution system for loaning and retrieving audio visual equip (e.g. public address system, slide/sound synchronizers, video cameras, and photography equipment) and an inventory system by:
 - keeping accurate records of an equipment loaned (e.g. names, dates and locations)
 - maintaining equipment in good working order through cleaning, lubricating and minor repair
 - sending equipment to the area of responsibility for repair
 - creating and maintaining a booking system to optimize the use of the equipment by as many different users as possible
 - delivering, setting up, operating and returning equipment
 - maintaining a sufficient stock of replacement parts and accessories
4. Provides production and instructional assistance by:
 - video taping special events, classroom activities, physical education activities, student plays, as required
 - taking photographs at conferences, athletic events, classroom workshops, parent nights, etc., as requested
 - preparing slide and audio presentations, overhead transparencies, and duplicating slides, as requested
 - assisting in the optimal set up and operations of specialized equipment
 - creating computer graphics such as flyers, overhead masters, charts, booklets, self-adhesive vinyl signage etc.
 - transferring video work to digital formats

- “burning” of compact discs and printing of digital images using update technologies
5. Maintains the safe and efficient operation of audio visual equipment in the media centre and in the schools by:
- trouble shooting to locate faults in machines or to determine an operational problem as required
 - cleaning, unjamming, lubricating and ensuring correct set-up of equipment
 - outlining basic maintenance procedures, as required
 - recommending to school principal and staff when machines should be scrapped due to age or for safety consideration, or advising when replacement parts would be too costly
 - providing technical assistance to principals when requital in conjunction with purchasing additional or replacement equipment.
6. Performs other duties as assigned or required.

SKILL

- 2 year Community College Diploma, or equivalent.
- 1 - 2 years related experience.

EFFORT

- The complexity of the job is in meeting the volume and variety of requests; planning time and equipment scheduling and maintenance; planning and utilizing space most efficiently. Creativity and originality is required when utilizing audio visual equipment or when providing advice and assistance in areas such as photography, video and repairs. Creativity is required to offer practical solutions in meeting the needs and results expected by the clients.
- Physical and visual concentration and manual dexterity (10 to 35%) required ‘when performing duties such as:
 - operating audio , video, and photographic equipment
 - lifting machines weighing over 50 pounds

RESPONSIBILITY

- Accountability is in the ability to function without close supervision in fulfilling requests; and in following copyright regulations; and in maintaining adequate level of equipment and other supplies within budget restrictions. Independence of action in determining what to shoot when filming or photographing events. Monitors use of all audio visual

equipment in the centre to avoid waste and ensure equal time for all wishing to utilize the material.

- Provides creative ideas and instruction on the operation of equipment as required.
- Unavailability of audio visual equipment would mean that lesson plans could not be followed or that entire projects may be cancelled. If assisting in a community or general public event this may reflect on the Board's public image. Lack of proper monitoring of the media centre could result in waste of supplies and unexpected shortages; damage to machines; increased expenses. Improper maintenance of equipment may result in injury to user.
- Contacts with teaching and clerical staff daily to determine needs and provide assistance as required; occasional meetings with other Audio Visual technicians and TCDSB Personnel to exchange information. Contacts with manufacturers, suppliers, and other boards to discuss equipment needs and production comparison.

WORKING CONDITIONS

- Exposure to fumes and heat from laminators; dust and electrical hazards when determining equipment repair needs. Requite to drive to schools to provide equipment and expertise as requested. Exposure to inclement weather.
- Inherent stressors on-the-job include:
 - working to deadlines, interruptions
 - correcting equipment failure during a presentation
 - occasional conflicts may be experienced due to the need to prioritize use of equipment and time scheduling