



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: **Audio-Visual Coordinator – Middle and Central Schools**
Audio-Visual Coordinator – High School

QUALIFICATIONS: The Coordinator should strive to provide the best service, operation, and expertise needed to make all audio-visual equipment available and functional to the staff in the Central, Middle and High Schools.

ACTIVITIES:

1. Maintains an inventory of all school AVA equipment used in both schools and the AVA storage room. This includes keeping accurate lists of all serial numbers, and the number of pieces of equipment for insurance purposes. A list and stock of replacement parts (light bulbs, etc.) is also maintained.
2. In September, move all equipment, such as listening centers and overhead projectors to the classrooms in which they will be used during the year. At the closing of school in June, all AVA equipment is returned to the storage areas and secured for the summer.
3. Coordinates the use of equipment, such as the video-tape, television, and lap tops.
4. Surveys the staff in both schools as to their expected needs in the way of AVA equipment and supplies before preparing and submitting a budget annually. Copies of the proposed budget go to the building principals in both schools. Adheres to the set-forth budget annually.
5. Attempts to repair non-functioning items but sends equipment that can not be fixed to the proper repair shops.
6. Trains teachers and selected students on the operation procedures of the equipment.
7. Sets up the VTR equipment for the taping of television shows as requested by the staff. Tapes classroom lessons or productions to be used for teaching or self-evaluation purposes.
8. Provides equipment for community organizations, the Board of Education, or any activity using the library or auditorium for meetings.



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DURATION: September - June

The Coordinator provides this service at all times and is available before, during and after school. It is necessary for the Coordinator to spend at least an hour and a half performing tasks and making equipment available to the staff on a daily basis, Business class and the training of teachers usually takes place during school hours. It is highly advisable that the Coordinator is not out of the classroom in order to perform these AVA services.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: