

AUDIO-VISUAL TEACHER AIDE

GENERAL STATEMENT OF DUTIES: Distributes audio-visual equipment and aids classroom teachers in the operation of the equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine, non-technical work involving the distribution of audio-visual materials and operation of many different kinds of audio-visual equipment which classroom teachers use in their curriculum. Assistance is available for new or difficult assignments. The work is reviewed periodically by superiors.

EXAMPLES OF WORK: (Illustrative only)

- Distributes audio-visual equipment and materials to classroom teachers;
- Readies equipment for operation by teacher;
- Operates equipment when needed;
- Plays video tapes over closed-circuit television;
- Cleans equipment when needed;
- Repairs cords, untangles tapes and films, and does other non-technical repairs to equipment;
- Readies broken equipment for shipment to repair shop;
- Readies audio-visual materials for shipment to BOCES.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Working knowledge of the operation of various kinds of audio-visual and educational television equipment including 16mm projectors, tape recorders, slide projectors; phonographs, stereo systems, video tape recorders, and television sets; ability to get along with others including teachers and students; ability to follow written and oral directions; tact and courtesy; punctuality; industry; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a standard high school or any equivalent combination of training and experience indicating the ability to do the work.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/16/77

avteaide