

AUDIO-VISUAL HELPER

GENERAL STATEMENT OF DUTIES: Assists with routine audio-visual work at a school media center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level of audio-visual work, wherein an employee learns a variety of duplication and audio-visual processing procedures on-the-job at a media center. The duties do not involve audio-visual work of a difficult or complex nature. The work is performed under general supervision of the Director of the Media Center in accordance with definitely defined procedures. Supervision is available for consultation on unusual problems and to provide instruction on new or difficult assignment.

EXAMPLES OF WORK: (Illustrative Only)

- Assists in preparing and mounting transparencies for overhead projectors;
- Learns and assists in headliner striping;
- Learns to reproduce cassette and tape recordings by use of a recording machine;
- Learns to replace bulbs and fuses in film and slide projectors and preforms simple adjustments to equipment;
- Learns transparency coloring and mounting;
- Learns to perform simple mimeographing, spirit duplicating, and dry copying;
- Performs basic clerical procedures related to learning audio-visual processing

REQUIRED KNOWLEGDES, SKILLS AND ABILITIES: Ability and willingness to acquire familiarity with basic skill in reproducing simple audio-visual and office materials; ability to learn to operate basic office reproduction machines; ability to understand and follow simple oral instructions; manual dexterity; dependability; good physical condition.

ACCEPTABLE TRAINING AND EXPERINCE: None is required.