

Wesleyan School



AV Specialist/Computer Technician

The primary responsibility for the person holding this position is one of AV Specialist. The AV specialist will also do a variety of other computer related duties in order to keep everything functioning in the classrooms. This technician should have a solid grounding in the Christian faith, and a strong interest in providing technical assistance with a servant's heart. This 12-month position reports to the Director of Technology.

RESPONSIBILITIES

◇ AV Specialist

➤ Edit audio and video clips

- ✓ Edit film clips for chapel presentations.
- ✓ Create slide shows for various events and program times.
- ✓ Edit video clips for marketing purposes, as directed.
- ✓ Post video clips online, as directed.

➤ Aid in Technical Design/Implementation for Theatrical Productions for All Divisions

- ✓ Arrange and edit sound effects for theatrical productions
- ✓ Work with directors / Technical Theater Specialist to configure sound and lighting equipment for productions

➤ Oversee the proper operations of the sound systems for the school

- ✓ Give support and training to those people who need to use the sound systems at various functions and events.
- ✓ Set up sound system for internal and external functions per division principals and Director of Fine Arts.
- ✓ Check and maintain sound system for major events in Yancey and Robinson Field per Director of Athletics.
- ✓ Presence is expected at events, as needed, with advance notice.

➤ Oversee the proper operations of the SmartBoards on campus.

- ✓ Oversee the installation of new boards.
- ✓ Troubleshoot existing boards.
- ✓ Assist teachers as needed with board maintenance, projector alignment, board alignment, etc

➤ Maintain and support all aspects of the cable broadcast system in Wesley Hall.

- ✓ Give technical assistance in the planning of news broadcasts with students
- ✓ Give technical assistance to teachers and students in using the broadcast system for curricular purposes
- ✓ Assist in the teaching of a Computer U course in the using the broadcast system.

➤ Oversee the cable and satellite system

- ✓ Schedule and tape all requested cable programs, as directed by teachers through the librarians.
- ✓ Distribute recorded programs with notation of the expiration date to the library staff.
- ✓ Maintain V-Brick to distribute video across the network

➤ Be responsible for all AV equipment

- ✓ Distribute, maintain, and provide user support for digital and video cameras, LCD projectors, and other presentation equipment, televisions, VCRS, DVDs, overhead projectors, and any AV equipment new to campus.
- ✓ Keep a check-in and check-out procedure for all equipment
- ✓ Maintain a full equipment inventory
- ✓ Support, train, troubleshoot in the use of all equipment
- ✓ Take an active role in training staff on AV tools, capabilities, and programs

- **Be responsible for the AV budget**
 - ✓ Order parts as needed to fix/replace equipment.
 - ✓ Keep parts stocked that are used frequently.
 - ✓ Inform Technology Director of all purchases.

◆ **Computer Technician**

- **Network**
 - ✓ Assist the Network Administrator in installing, configuring and maintaining network equipment including, but not limited to, servers, routers, switches, hubs, and cabling.
 - ✓ Assist in monitoring, maintaining, upgrading and troubleshooting of the LAN
 - ✓ Assist in the implementation of wireless network solutions for various areas on the campus
 - ✓ Assist in the managing the network backup systems
- **Hardware**
 - ✓ Assist in the maintenance and repair of computers, printers, and other computer related hardware.
 - ✓ Provide “Help Box” support to all personnel.
 - ✓ Review new hardware and recommend items for purchase.
- **Software**
 - ✓ Assist the Network Manager with the maintenance and upgrades to school administrative software
 - ✓ Assist in the installation of software across campus.
 - ✓ Assists the Technology Director in maintaining detailed software licensing records.
- **Computer U**
 - ✓ Assists in teaching basic computer applications to small groups of teachers.
 - ✓ Instruct individual teachers on classroom/office equipment as needed

◆ **Miscellany**

- Perform other related duties as assigned by the Technology Director.
- Work various shift schedules, as needed, to ensure end-users’ needs are met. (Compensated for “overtime hours” by comp time.)
- Support the school’s three-year technology plan.
- Attend at least one professional seminar or workshop per year for professional development.
- Maintains an advanced and current level of technical knowledge and skills involving web design, network design, architecture, implementation, and troubleshooting used in computer networks.
- Read professional journals and/or newsletters to stay abreast of emerging trends and technologies

QUALIFICATIONS

- ◆ Should be self-motivated, detail oriented, organized and a logical thinker.
- ◆ Working knowledge of a variety of AV equipment, multimedia, and computer related software.
- ◆ Knowledge of MS Operating Systems, MS Office products, Audacity and iTunes is needed.
- ◆ Basic knowledge of networks; including switches, routers, firewalls and file servers is expected.
- ◆ Experience in the educational technology and audio/visual technology field will be considered a plus.
- ◆ Having a Bachelor’s degree or the equivalent is preferred, but not required.

PERSONAL QUALITIES

High level of interpersonal skills
 Creative and flexible
 Demonstrates a willingness to accept responsibility
 Cooperation with all levels of school employees.
 Collaborative attitude
 Strong communication skills

Problem-solver
Patient disposition
Customer service oriented