

# Wachusett Regional School District

## MISCELLANEOUS

### JOB DESCRIPTION

**TITLE:**

Audio Visual Director – High School

**QUALIFICATIONS:**

Experience in all aspects of audio visual technology.

**REPORTS TO:**

High School Principal

**PERFORMANCE EVALUATION:**

The Audio Visual Director – High School will be evaluated annually.

**REPRESENTATION STATUS:**

Employee at Will.

**JOB RESPONSIBILITIES:**

1. To provide classroom assistance to faculty and staff dealing with audio/visual needs, including:
  - a. Recording of programming for classroom use;
  - b. Reproduction of audio and video tapes;
  - c. Videotaping of classroom activities and events;
  - d. Purchasing and providing VCR/TV units to faculty and staff;
  - e. Purchasing and providing camcorders for use by faculty and staff; and
  - f. Purchasing and providing overhead projectors for classroom use.
2. Coordinate maintenance and repair of such equipment;
3. Provide videotaping of school and extracurricular events at the high school;

4. Set-up of such equipment in auditorium for school and contracted high school programs;
5. Provide for the videotape recording of all Wachusett Regional School District Committee meetings and distribution of video tapes to the Superintendent and each of the five member towns for cable broadcast (Princeton – library placement); and
6. Performs all other duties required by the High School Principal.

**TERMS OF EMPLOYMENT:**

Annually

**EVALUATION:**

Annually by the High School Principal, excepting the Superintendent for Item 5 above.

Updated: 12/04/02

Approved by:

\_\_\_\_\_  
Alfred D. Tutela, Superintendent of Schools

Date: 12/04/02