Duties Summary:

Sets up and operates various audio-visual and related equipment; performs operational maintenance on equipment; schedules equipment usage; and performs other duties as required.

Distinguishing Characteristics:

This class involves the set-up and operation of various audio-visual and other related equipment for classroom instructional use. Duties include the delivery of equipment to classrooms and may require their transport to satellite schools.

Examples of Duties:

Sets up and operates various audio-visual and other equipment such as film projectors, tape players and recorders, overhead projectors, slide projectors, record players, reading equipment, etc.; cleans equipment after use and stores or returns it to proper agency; schedules the use of equipment; performs minor maintenance and replacement services such as brushing, dusting and wiping equipment, replacing projector lamps, light bulbs, cords, etc.; lifts and carries equipment to classrooms and transports to satellite centers.

Knowledge and Abilities Required:

Knowledge of: Operation and operational maintenance of pertinent audio-visual equipment.

Ability to: Read and follow operational directions; operate and adjust a variety of audio-visual and related equipment; lift and transport audio-visual and other moderately heavy equipment.
VISUAL EQUIPMENT OPERATOR by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005
EFFECTIVE DATE: JUL - 1 2005

Gerald Okamoto
Assistant Superintendent
Office of Human Resources