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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

**Title : ASSISTANT AUDIO-VISUAL
SPECIALIST**
Code: 210037 LLR
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Competitive

GENERAL STATEMENT OF DUTIES

Assists in developing audio-visual aids for instructional purposes and in providing advisory services relating to their development and use; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, the duties of this position require creativity and technical knowledge.

TYPICAL DUTIES

1. Assists in designing and developing visual aids such as maps, charts, graphs, transparencies, etc.
2. Tapes radio broadcasts and television programs for presentation during school hours.
3. Receives training in providing advisory services to teachers regarding development and use of audio-visual aids.
4. Receives training in television production.
5. Records student special activities.
6. Maintains circulation records for A. V. equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the operation of projection, sound, and recording equipment.
2. Knowledge of procedures and techniques involved in the manufacture of visual aids, such as transparencies, charts, and graphs.
3. Ability to design and develop visual aids.
4. Ability to assist in planning and/or making presentations.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

One year of satisfactory experience in work involving the development and use of audio-visual materials and equipment.

- NOTE:**
1. College education from a regionally accredited or New York State registered college or university may be substituted for work experience, on a year-for-year basis, provided it has included course work in radio, television, film, or photography.
 2. Experience, as outlined above, in excess of the one-year requirement, may be substituted for high school education on a year-for-year basis, up to a maximum of two years.