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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : AUDIO-VISUAL SPECIALIST
Code: 210040 LMA
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Competitive

GENERAL STATEMENT OF DUTIES

Develops audio and visual aids for instructional purposes and provides advisory services relating to their development and use; performs related duties as required.

COMPLEXITY OF DUTIES

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

TYPICAL DUTIES

1. Confers with and advises teachers regarding types of visual aids to be used.
2. Designs and develops visual aids such as maps, charts, graphs, etc.
3. Makes transparencies from rough layouts.
4. Develops film strips.
5. Tapes radio broadcasts and television programs for presentation during school hours.
6. Makes tapes for use in language laboratory.
7. Records student special activities.
8. Sets up closed circuit TV camera, microscopes, bioscopes and other equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Working knowledge of instructional methods and audio-visual techniques.
2. Extensive 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 design and develop visual aids.
5. Ability to advise and assist in planning and/or making presentations.

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school
and

Three years of 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 experience on a year-for-year basis up to a maximum of two years provided it has included course work in radio, television, film or photography.
 2. Experience, as outlined above, in excess of the three-year requirement may be substituted for high school on a year-for-year basis up to a maximum of two years.