



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Technical Equipment Specialists High School, Middle School, & MS Auditorium
<b>Reports To</b>	Building Administrator
<b>Level/Grade</b>	N/A
<b>Type of position:</b>	<input type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Extra Curricular

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### Qualifications

Knowledge of Technical Equipment

### Essential Duties and Responsibilities (*other duties may be assigned*)

#### Technical Equipment Specialists High School or Middle School

Technical equipment includes, but is not limited to digital cameras, projection devices, laptops, iPads, sound amplification tools, video and sound recorders, and related connecting cables and consumable resources. Must be available for evening meetings and events.

Major responsibilities include, but are not limited to:

- Install and remove technical equipment for use by school and community individuals and groups, and provide related training. Check equipment status before and after use.
- Inventory and secure technical equipment, in accord with District procedures.
- Repair or arrange for repair, clean, and organize technical equipment.
- Create annual technical equipment budget.
- Purchase technical equipment, in accord with District procedures.
- Prepare technical equipment for removal from inventory, in accord with District procedures.
- Implement system to track location of technical equipment.
- Demonstrate knowledge of latest trends in instructional uses of technical equipment.
- Provide trouble-shooting services.
- Maintain usage statistics.
- Participate in training activities.
- Supervise and train student interns, in accord with program procedures.
- Conduct satisfaction survey.

#### Technical Equipment Specialist-Middle School Auditorium

Technical equipment includes, but is not limited to sound amplification tools, theatre lights, video and sound recorders, and related connecting cables and consumable resources. Must be available for evening and weekend events.

Major responsibilities include, but are not limited to:

- Install and remove technical equipment for use by school and community individuals and groups, and provide related training. Check equipment status, before and after use.
- Inventory and secure technical equipment, in accord with District procedures.
- Repair or arrange for repair, clean, and organize technical equipment.
- Create annual technical equipment budget.
- Purchase technical equipment, in accord with District procedures.
- Prepare technical equipment for removal from inventory, in accord with District procedures.
- Implement system to track location of technical equipment.
- Demonstrate knowledge of latest trends in theatre and public event uses of technical equipment.
- Provide trouble-shooting services.
- Maintain basic programmed lighting and sound configurations.
- Monitor Auditorium scheduling and communicate with groups prior to and after events.
- Participate in training activities.

- Supervise and train student interns, in accord with program procedures.
- Conduct satisfaction survey.

### **Supervises**

Student Interns

### **Skills Required**

- Develop and deliver an instructional unit

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelor's degree

### **Terms of Employment**

Work year and salary established by the School Committee.

**Created 7/1/2013; Revised 3/19/2019**

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*