



## *Position Description*

### **Audio/Video Technical Engineer**

*Salary Level: **Based on Act 93 Agreement Range VI***

*Contract/Benefits: **Based on Act 93 Agreement***

*Department or Area: **Information Services***

*Reports To: Executive Director of IT*

*Prepared Date: March 26, 2025*

*Prepared by: Jorge Delfin, Executive  
Director of IT*

*Approved By: Jennifer M. Ramos,  
Deputy Superintendent*

### ***Qualifications:***

- Associate's degree in Music/Sound Production, TV/Film, a related field, or comparable experience. Bachelor's Degree preferred.
- Minimum two years of experience as a commercial A/V installer.
- Excellent communication skills.
- Audio/Video editing a plus.
- Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151).
- Must be able to lift over 50 pounds over your head, have a valid driver's license, and the ability to pass a Motor Vehicle Check.
- Experience leading installations, maintenance, and troubleshooting of commercial audio/video systems, including conference rooms.
- Proficiency in installing projection systems, wiring, A/V system terminations, loudspeakers, cameras, and displays.
- In-depth, hands-on knowledge of the operation, configuration, and maintenance of analog, digital, and POE audio/video software and systems.
- Working knowledge of the installation, testing, and maintenance of audio and video cabling, including copper and fiber optic (single-mode and multimode) and related test equipment.
- Must be able to operate power tools like drills, saws, and/or rotary hammers.
- Strong organizational skills, attention to detail, and the ability to manage multiple projects.
- Excellent communication skills, both verbal and written.
- Ability to perform each essential duty satisfactorily, with reasonable accommodations made to enable individuals with disabilities to perform essential functions.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

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## ***Summary***

To serve as a technical resource for the installation, configuration, and maintenance of the School District's audio and video equipment.

## ***Essential Duties and Responsibilities***

- Act as the main point of contact for School District audio/video events.
- Install and troubleshoot conference room setups and equipment, including web conferences such as Zoom, MS Teams, Google Meet, etc.
- Fabricate racks, pull and dress cables, and manage cable terminations.
- Provide friendly customer service during installation and servicing tasks.
- Provide support to the IT Network Team as needed
- Maintain District Public Address Systems (PA) hardware and software standards as set forth in the District's technology plan.
- Maintain an accurate inventory and system drawings of all audio/video and cabling equipment and components.
- Maintain a cooperative working relationship with the members of the Information Technology staff and the District community.
- Effective communication.
- Perform other tasks and assume other responsibilities as assigned.

## ***Supervisory Responsibilities***

N/A

## ***Competencies***

To perform the job successfully, an individual should demonstrate the following competencies:

### ***Interpersonal Skills***

#### ***Interpersonal Relations***

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

#### ***Oral Communication***

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

#### ***Written Communication***

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

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*Teamwork*

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

*Leadership Skills*

*Visionary Leadership*

Provides vision and inspiration to peers; Mobilizes others to fulfill the vision; Displays passion and optimism.

*Change Management*

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

*Leadership*

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

*Quality Management*

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

*Problem Solving*

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

*Organizational Skills*

*Cost Management*

Works within approved budget; Conserves District/school resources.

*Diversity*

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff/team.

*Organizational Support*

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports District's goals and values.

*Strategic Thinking*

Develops strategies to achieve District's goals; Understands District's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

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*Personal Competencies*

*Judgment*

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

*Ethics*

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

*Motivation*

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

*Planning/Organizing*

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

*Professionalism*

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

*Personal Quality*

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

*Dependability*

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

*Innovation*

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the administrator is regularly required to talk or hear. Specifically, the administrator must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The administrator is required to use hands to fingers or handle documents, telephone, etc. The employee is required to stand and walk for sustained periods of time throughout the District and climb stairs. The employee

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must be capable of receiving oral communication and/or conveying details and/or important instructions to employees accurately and quickly, using good judgment.

While performing the duties of this job, the administrator is regularly required to talk or hear. The administrator is frequently required to walk, climb stairs, bend, and lift. The administrator is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### ***Evaluation***

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Individual serving in this position*