



# NORTHEASTERN YORK SCHOOL DISTRICT

## JOB DESCRIPTION

Job Title: AV Director	Location: Districtwide
Salary Grade: As per Supplemental Salary Matrix	Classification: Supplemental
Date: May 12, 2025	Direct Supervisor: Principal

### Job Summary:

- Support Academic and Extracurricular programming for Northeastern School District by providing support for audio systems, projector and large format display systems, live streaming systems, simulation systems, large format printing, and ID card printing systems. Other media activities including video productions will be completed as requested by district administration.

### Essential Functions and Responsibilities:

- Maintaining digital signage with relevant information in common areas and office areas.
- Printing large format signage and advertising for district staff and budgeting for related consumables.
- Maintaining simulation systems in the safety education lab (removing dust from computer systems, maintaining data drive backups, correcting software corruption errors, replacement of RTC system batteries, replacing non-functioning hardware).
- Live streaming events from HS and MS auditoriums.
- Maintaining live production equipment in the HS production studio, MS production studio and the mobile MS production studio (stream cart) and budgeting for parts and equipment to maintain those systems.
- Perform other duties as assigned by supervisory staff.

### Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

### Education and Experience:

- Experience in technical live theatrical productions preferred
- Experience in technical live video productions preferred
- Experience in media system design and installation
- Other education/experience as accepted by the school board and administration

### Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

- Ability to sit or stand for extended periods of time.
- Ability to bend, stretch, reach, and lift up to 20lbs.

Approvals / Additional Supervisors: Assistant Superintendent, Superintendent of Schools

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*