

Texas City Independent School District

P.O. Box 1150 Texas City, Texas 77592

Human Resources
(409) 916-0107

Technology Integration and Audio-Visual Specialist

Job Description

Reports to: Chief Technology Officer

Status: Exempt

Term: 226 Days

Primary Purpose: Integrate the districts audio-visual technology to enhance the learning environment; supporting the district's audio-visual goals, planning, design, customer support and quality control; supporting audio visual projects so that they are communicated well with end users, continually in compliance with the school district's ongoing strategic initiatives and completed successfully.

Qualifications:

Education/Certification:

Bachelors in MIS (Management Information Systems) or related field or comparable experience

Special Knowledge/Skills:

Strong customer service skills

Excellent verbal and written communication skills

Ability to build rapport with all stakeholders

Ability to manage multiple priorities effectively with minimal direct supervision

A strong focus on quality and efficiency

Self-motivated, excellent organizational skills, and a team player

Ability to manage and work within competing deadlines

Sound judgment to escalate issues when needed

Seeks to continually learn and develop IT knowledge

Experience:

5 years of experience maintaining computer systems and audio-visual technology. Five years of experience performing upper level technical support (Tier 2 or higher)

Major Responsibilities and Duties:

1. Integration management of all curriculum software, application and textbook adoption including rostering into Classlink (41 applications). This position will work closely with C&I to support their needs. These assets are used for instruction and student learning in the classroom.
2. This position will support the administrative and departmental buildings including Simpson Education Center, the Board room and the controlling Crestron system, Maintenance, Transportation, Nutrition, Guajardo Training Gym, Athletic Stadiums, SRO offices. Each of these departments or facilities have unique scenarios that require A/V expertise that we do not currently have in district.

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3. This position will also offer support to the Communications department for video production and streaming.
4. Manage and support all PA systems and bell systems.
5. Ensure all software applications integration into company systems meets functional requirements, system compliance and interface specifications.
6. Manage and provide support for all A/V systems and components.
 - a. Classroom
 - b. Professional Learning Center
 - c. Auditoriums
 - d. Boardroom
 - e. Stadiums
 - f. Fine Arts sound booths
 - g. Local sound systems
 - h. Gymnasiums
 - i. Cafeterias
7. Provide AV support for graduation and special events.
8. Provide AV support for the STEM/Robotics center.
9. Manage Technology department website.
10. Performs other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Hand tools and test instruments for electronic repairs and cable installations; standard office equipment including personal computers and peripherals

Posture: Prolonged sitting; regular kneeling/squatting, bending/stooping, pushing/pulling, twisting

Motion: Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

Lifting: Regular moderate lifting and carrying (up to 44 pounds); occasional heavy lifting and carrying (45 pounds and over)

Environment: Occasional prolonged and irregular hours; frequent on-call and after-hours work; occasional systemwide travel; may be required to be on-call 24 hours a day; may be exposed to electrical hazards.

Mental Demands: Work with frequent interruptions; emotional control under stress

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____