



IT Support and AV Coordinator Job Description

Job Summary

This is a staff position with responsibilities for IT Support and Audio Visual (AV) coordination. This position is accountable for providing technology support on various systems and peripherals to both staff and students. As AV Coordinator, this position is responsible for providing AV support for all school events and maintaining all of the schools AV equipment. Responsibilities for IT Support account for approximately 75% and AV Coordinator accounts for approximately 25% of the position.

IT Support

1. Provide technical support for laptops, workstations, iPads, printers, audio/visual equipment, and Apple TV.
2. Effectively communicate and collaborate with users to help solve problems with various computer applications
3. Maintain an inventory using serial numbers and location of all equipment assigned to users.
4. Troubleshoot Microsoft and Mac operating systems.
5. Manage operation of student mobile devices including Chromebooks and iPads.
6. Utilize a basic understanding of networking and wireless technologies to resolve issues.
7. Diagnose and resolve issues involving printers.
8. Manage and complete other duties as assigned.

AV Coordinator

1. Coordinate and manage all AV needs for all elementary and secondary chapel services
2. Coordinate and manage all AV needs for special presentations, activities, and evening events as needed.
3. Responsible for all AV equipment owned by the school.

Additional Responsibilities

1. Stay abreast of the latest developments in technology.
2. Be "on-call" for all periods as assigned by the manager.
3. Support and promote the mission and vision of Oakland Christian School.

Knowledge, Skills, and Abilities

- Be well organized and pay close attention to detail.
- Strong interpersonal skills.
- Ability to work without supervision.
- Creative thinker.
- Good time-management skills.
- Ability to solve problems.
- Experience with Church A/V, Mobile Device Management consoles, and educational testing a plus

Physical Demands

- Ability to lift 45 pounds.
- Ability to be on a ladder.
- Ability to string wiring in drop ceiling.

This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.