



David Douglas School District #40

Classified - Job Description

BUS VIDEO LEAD

Schedule: 9 months per year
Class: 8

POSITION PURPOSE

To maintain, troubleshoot and assist in the repair of the video camera system. Filing of recorded videos on district school buses, copy tapes; deliver to schools. Also do preventative maintenance in the summer.

NATURE AND SCOPE OF RESPONSIBILITIES

- Assist the Transportation Department by preparing the video cameras for recording on district school buses each morning. This involves the removal of the previous day's video tape, insertion of a new tape, labeling of the previous day's tape, rewinding video tapes, and filing in a secured cabinet
- Perform other duties, as assigned, such as viewing tapes with drivers
- Available to work in the summer
- Perform other duties, as assigned

QUALIFICATIONS

- High School diploma or equivalent
- Ability to organize materials
- Ability to operate audio-visual equipment and troubleshoot technical problems
- Ability to work well with others and their requests for assistance
- Ability to maintain a high level of ethical behavior and confidentiality of information regarding students and staff

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate degree of physical stamina, with frequent lifting up to 10 pounds. Ability to move freely to various locations within the Transportation Department and related work areas. Frequent standing, walking, sitting and bending. Ability to climb steps on bus. Exposure to outdoor weather conditions.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.