

JOB TITLE	DEPARTMENT	REPORTS TO
Video Production/ITV Manager	Media Services	Chief Communications Officer

Position No: 62014	Length of Work Year: 12 Months
Salary Schedule: N26	Date Approved: 3/14/06
FSLA: Exempt	Date Revised:

JOB GOAL
To coordinate video production activities for the school district in the studio and on location, and to oversee all technical aspects and maintenance of the district's video production equipment and CCTV studio construction.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. High school diploma or equivalent. Associate degree or higher preferred. 2. Expert technical knowledge of and ability to operate and maintain all equipment used in video production, videoconferencing, and broadcast management systems. 3. Expert knowledge of technical developments in digital broadcast equipment, software and satellite systems, and web video streaming. 4. At least five years' experience in professional television and radio broadcast industry. 5. At least five years' experience managing a television production studio. 6. At least five years' experience in educational public information and instructional programming. 7. At least five years' experience in fiber optic transmission system installation, reception and maintenance. 8. Expert knowledge of and experience in operating mobile trucks on location. 9. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To oversee installation, maintenance, repair and upgrade of all broadcast equipment and applicable software in the district, including existing and future schools' CCTV distribution systems, and train users of these systems. 2. To assist the administrator of Learning Resources in providing district leadership for the overall operation of the Instructional Television services. 3. To provide leadership and assistance to district television production staff in programming, studio management, mobile truck programming, and equipment maintenance. 4. To coordinate with school district Information Systems staff in utilizing technology to synchronize public information products. 5. Maintain the videoconferencing system. 6. Produce emergency information and coordinate with Emergency Operations Center during emergency situations. 7. Act as district contact for Florida Department of Education in new products for the classroom. 8. Continually research new multi-media products for use in the classroom. 9. Collaborate with other government entities to ensure maximum utilization of district programming. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To perform other duties as directed.

PHYSICAL DEMAND CLASS:

Medium Heavy (MH) - Frequent lifting and carrying of objects weighing 35 pounds or less. Infrequent lifting and carrying of objects weighing 35-70 pounds. Continuous walking and/or standing is required to carry out duties. Infrequent walking at fast pace and/or running may be required.