
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: REVISED JOB DESCRIPTION

DATE: 05/10/2012

The attached revised job description for Instructional Television Specialist I is submitted for your approval.

Please contact Vickie Beagle if you have any questions.

POSITION TITLE: INSTRUCTIONAL TELEVISION SPECIALIST I

POSITION #44270

SUPERVISION: NO

RANGE: 14

DEPARTMENT: PROFESSIONAL DEVELOPMENT CENTER

GENERAL DESCRIPTION: Responsible for assisting with the day to day operations of the Professional Development Center, troubleshooting and maintaining library media studios, producing video, assisting Web Manager with district website, and providing other technical services.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees, such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Performs necessary functions applicable to day-to-day operations of the Professional Development Center;
- Assist Library Media Specialists in the techniques and operation of in-school ITV studios;
- Perform assigned Inservice sessions with administrators, teachers, and students related to the library media studios and utilization of materials;
- Assist teachers, students, and the educational agencies in planning, production, editing and other technical processes related to video and media;
- Work with district staff and schools to maintain the monthly bulletin board;
- Work camera, teleprompter and other equipment for district video productions;
- Film and edit district video productions;
- Serve as photographer using digital and traditional camera for ITV and video production use;
- Prepare graphics and lettering required for video productions;
- Assist with digital camera Inservice training for teachers and staff;
- Perform basic web-related functions;
- Perform other tasks as directed by the Director of Inservice and Instructional Technology.

ESSENTIAL PHYSICAL SKILLS: Communicate using speech, hearing and vision skills. Able to move equipment weighing up to 35 pounds. Provide own transportation to various sites.

ENVIRONMENTAL CONDITIONS: Inside building, exposure to noise associated with TV and computer equipment.

KNOWLEDGE OF: Effective verbal and written communication skills; Video production; Use of productivity and web development software; Use of video and digital cameras.

Instructional Television Specialist I

ABILITY TO: Present self in a professional manner at all times; understand and follow oral and written instructions; work with minimal supervision; organize daily schedule and prioritize work in a productive manner; use computer for word processing, editing and communications; use computer-generated and self-generated graphics in production software; use a camera for video production purposes; learn new computer software quickly and easily.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or GED.
2. A minimum of 3 semester hours in photography or 2 years professional photography experience; a minimum of 6 semester hours in drawing or graphic design or 1 year professional art experience; 4 years experience with the use of operation of computers including Microsoft Word, and production tools that may include but not be limited to Microsoft Publisher, Print Artist, Adobe Photoshop, and Serif Movie Plus; 1 year experience using non-linear editing equipment and software.

LICENSES: Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

Amended: 5/24/2012