

**School District of Santa Rosa County
Job Description**

Digital Media Specialist I

Reports to: Director of In-service and Instructional Technology	FLSA Status: Non-Exempt
Department: Professional Development Center	Prepared by: Human Resources
Date: October 17, 2017	Job Code: 12060
Position #: 44280	Range: 15

Principal Duties and Responsibilities (Essential 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 ITV Contacts in the techniques and operation of in-school ITV studios;
- Perform assigned In-service sessions with administrators, teachers, and students related to the library media studios and utilization of materials;
- Work camera, teleprompter and other equipment for district video productions;
- Assist with digital camera In-service training for teachers and staff;
- Produce video based web sites using the District adopted platform;
- Schedule and coordinate the activities in a day-by-day operation of the ITFS network.
- Measure and evaluate the signal quality from the cable company at each school to verify cable company performance:
- Maintain the in-house studio at each school
- Coordinate steaming video activities within the school district.
- Monitor and Maintain RF quality at the headend and at each individual classroom in the county.
- Work with purchasing on equipment quotes for widely used video related purchases.
- Monitor and Maintain projector network throughout the school district.
- Trouble shoot all projector issues throughout the school district.
- Work with Director of technology and Director of administrative services in planning video related builds.
- Work as a liaison between cable providers and the school district to ensure clear cable signals to each school.
- Troubleshoot and maintain audio systems throughout the school district.
- Monitor and Maintain the RF cable network system within each School
- Work with the TSA on a day-by-day basis to maintain work orders.
- Order items for the support of the TSA to help enhance the educational factor in the classroom.
- Perform other tasks as directed by the Director of In-service and Instructional Technology.

Ability To:

Understand and follow oral and written instructions, work with minimal supervision, organize daily schedule and prioritize work in a productive manner.

Supervision Received:

Professional Development Center Director

Supervision Exercised:

Personnel assigned by site supervisor

Minimum Qualifications & Skills Required:

- Graduation from high school or GED.
- Experience with the use and operation of computers including Microsoft STREAM, Microsoft Video, Microsoft Teams, Microsoft Word, and production tools that may include but not be limited to the Microsoft Publisher, Adobe Photoshop, Adobe Illustrator and Adobe Premiere
- At least 1-year experience using a cloud based computing ecosystem.

License:

Applicant must have a valid state of Florida Driver License at the date of hire and must maintain said license while employed in the position.

Preferred:

Experience with a variety of software programs.

Physical Demands:

Exerting up to 35lbs. of force occasionally and/or up to 50 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance on ladders up to 14 feet, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved compensation plan
Ed Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by jobholders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.