

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST III, Audio Visual--Video Production Assistant

QUALIFICATIONS

- Associate's Degree with emphasis in Instructional Technology, Audiovisual Media, or Television Production.
- One (1) year work experience in producing video, slide-sound, and audio productions preferred.
- Production proficiency supported by portfolio and/or demonstration.
- Knowledge of computer applications and technological equipment as related to specific job functions.

REPORTS TO Supervisor of Instructional Applications

SUPERVISES No supervisory duties

POSITION GOAL

To provide support for the use of media materials and equipment, and to assist in the design and production of instructional, inservice, or information media productions.

PERFORMANCE RESPONSIBILITIES

1. * Maintain equipment inventory for loan equipment and for the video duplication and audio production areas.
2. * Schedule loan and set-up of equipment.
3. * Deliver, set up and take down media equipment.
4. * Maintain supply inventory for video and audio production areas.
5. * Duplicate and prepare video programs for distribution
6. * Schedule and perform off-air and satellite taping.
7. * Maintain records, when required.
8. * Operate all video, photographic and audio production equipment required to produce a finished program.
9. * Communicate to the supervisor the status of outstanding projects and the progress attained in meeting program goals and objectives
10. * Monitor and direct personnel assigned to project productions, including student interns.
11. * Provide inservice training for teachers, media specialists, administrators, volunteers, etc., in the operation of equipment and proper utilization of media.
12. Perform other duties as assigned by the Director of Instructional Media and Technology Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

Function **6200**
Survey Code **62080**
Job Code **2014**

ADA CODES

2 Medium Work
3 A - V
4 C / H

BOARD APPROVED

October 14, 1997