

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST I, Media Production

#### QUALIFICATIONS

- Bachelor's Degree with a major in Instructional Technology, Media, or Mass Communications.
- Two (2) years work experience in producing video, slide-sound, and audio productions.
- Production proficiency supported by portfolio and/or demonstration.
- Knowledge of computer applications and technological equipment as related to specific job functions.

**REPORTS TO** Director of Instructional Media and  
Technology Services

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To design and execute the development and production of instructional, inservice, or information media productions.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Consult with administrators, teachers, and other staff in the planning of media productions. Decide upon most appropriate media format.
2. \* Develop and maintain cost estimating system for media productions and actual cost accounting records.
3. \* Provide guidelines for creating storyboards and scripts.
4. \* Schedule productions.
5. \* Perform, in-studio and on-location, video and photographic work.
6. \* Operate all video, photographic, and audio production equipment required to produce a finished program.
7. \* Communicate to the supervisor the status of outstanding projects and the progress attained in meeting program goals and objectives.
8. \* Monitor and supervise personnel assigned to project productions, including student interns.
9. \* Provide inservice training for teachers, media specialists, administrators, volunteers, etc., in the operation of equipment and proper utilization of media.
10. 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-D \$45,429 - \$80,675**  
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 **1662**

##### ADA CODES

2 **Heavy Work**  
3 **A - I / K - V**  
4 **B / H**

##### BOARD APPROVED

October 24, 1995