

LACEY TOWNSHIP SCHOOL DISTRICT

Television and Digital Programming Specialist

JOB TITLE: Television and Digital Programming Specialist

REPORTS TO: Assistant Superintendent for Curriculum and Instruction and Supervisor of Information Technology, District Supervisor

JOB GOAL: To develop and coordinate digital communications programs for school district use and assist the administration, staff, and students in the effective development and use of such a program.

QUALIFICATIONS:

1. N.J. Teacher Certificate
2. Experience in the field of education
3. Bachelor's Degree in the Media, Television or Communication from an accredited College or University
4. A minimum of 5 years demonstrated and evaluated experience in the field of Television Production

RESPONSIBILITIES:

1. Responsible for the operation and maintenance of the District TV Studio.
2. Evaluate and make recommendations for the district and schools to share information using digital communication tools.
3. Maintain a comprehensive and efficient system for inventory of all District TV equipment and supplies.
4. Coordinates the use of the studio, assets, and requests for the TV Studio.
5. Assists designated school personnel in the use and development of the studio.
6. Evaluates, selects, and requisitions required materials, supplies and equipment.
7. Provides consultation to District approved architects, engineers, and tradespeople for TV Studio and District Media resources.
8. Works closely with the administration and teaching staff and provides instruction on the safe and proper use of media equipment.
9. Provides information for District planning and budget preparation.
10. Analyzes equipment, materials and requests as directed by the Administration.
11. Works cooperatively with the district teaching staff as scheduled and directed by the Administration.
12. Diagnoses and repairs equipment in an efficient and cost effective manner.
13. Directs live and taped coverage of events as directed by the Administration during the school day.
14. Performs other related duties as may be assigned.

Television and Digital Programming Specialist (continued)

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board of Education Policies for certified staff.

Approved by: Lacey Township Board of Education

Date Approved: February 19, 2019