

MONTEREY COUNTY OFFICE OF EDUCATION

INSTRUCTIONAL TELEVISION PRODUCTION MULTIMEDIA INSTRUCTOR INSTRUCTIONAL RESOURCES and TECHNOLOGY

CLASSIFICATION: Certificated
SALARY LEVEL: Teacher Salary Schedule

DEFINITION

Under supervision of the Instructional Television Station Manager, instructs and participates with students in studio and remote broadcast utilizing handheld and stationary equipment in a variety of environments. During the instructional process may performs functions associated with delivering regularly-scheduled daily programming over a variety of distribution systems. Instructs Regional Occupational Program students and other enrolled students in the multimedia production class.

SUPERVISOR

Instructional Television Station Manager

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Depending on job location within studio, daily assignment may include the following: Instruction training of volunteers, interns and students in the television services department using curriculum guidelines as directed by the Instructional Television Station Manager; may record videotapes from a variety of sources such as satellite, off-air and VTR for the preparation of master and duplicate video tapes; may travel to work sites within and outside of Monterey County; provides instruction in the preparation of television and media productions both in-studio and in-field; provides instruction in the operate equipment necessary to broadcast programs; in conjunction with supervisor, annually submits Professional Development Plan to insure current skills and knowledge in multimedia production; provides instruction in computer assisted or manual preparation of graphics support materials; check-out video tapes and films from the Audio Visual Film Library for use with students; maintains records and files pertaining to training, broadcast, production and duplication services and complies with Monterey County Office of Education Board Policies and Administrative Regulations

OTHER DUTIES

Coordinates advisory committee, maintain records related to students; reports and distributes required information to ROP or other student related programs as needed; instructs students to promote cleanliness and proper operation of facilities and equipment; Maintains proper working environment; performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines including micro-computer keyboard and various television production and associated equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit and stand for prolonged periods of time; physical tolerance to be exposed

to dust, pollen, specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions and to perform the essential functions of this position in an accurate, neat and timely fashion.

REQUIRED QUALIFICATIONS

Education and Experience

- Any combination of education and experience equivalent to a high school diploma
- Computer skills
- Two (2) years in multimedia production
- Ability to obtain a Designated Subjects Vocational Education Credential in Multi Media Production

Ability to:

- Possess a valid third class Federal Communication Permit or ability to obtain same with the first year of employment
- Possess an appropriate California operator's license issued by the State Department of Motor Vehicles and be insurable
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Communicate effectively in the English language both orally and in writing
- Operate a variety of television production equipment
- Understand and follow both oral and written instructions and to communicate effectively

Revised 9/23/99