

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Data/Videographer Specialist
Pay Table:	Support
Pay Grade:	8
FLSA Status:	Non-Exempt
Job Code:	492
Reports to:	HOPE Program Manager

JOB SUMMARY

Under the direction of the HOPE (High-Quality Opportunities for Preschool Education) Program Director, the Data/Videographer Specialist will create short video clips of parent education materials for viewing of working families enrolled in the Davis HOPE program. Additionally, the Data/Videographer Specialist will collect, input, analyze, and use child and program data to inform continuous program quality improvement.

ESSENTIAL JOB FUNCTIONS

- Collects, records, and analyzes program data required by the HOPE grant.
- Compiles reports from the Data Information System to inform program decision-making and monitor quality.
- Manages class schedules, demographic information, and Special Education classification information into the Family Information System, Davis District Encore (Student System), and Teaching Strategies GOLD™ program.
- Compiles and reports monthly enrollment and attendance data.
- Works collaboratively with the HOPE staff and program parents to identify high-interest topics for parent education.
- Works collaboratively with the HOPE and the Davis Early Childhood Program staff to produce short (10 minute) parent education training videos for working parents to access at their convenience.
- Develops and maintains a video library containing relevant and informative parent education topics; updates as needed.
- Tracks usage of the video library by parents enrolled in the program.
- Supports HOPE staff in additional duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma, some college preferred.
- Formal computer training.
- One (1) year of experience related to the above tasks, knowledge, skills, and abilities

- or an equivalent combination of education and experience.
- Some photography or video experience preferred.
- Driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of child developmental stages and quality early childhood education.
- High degree of creativity in developing engaging video training segments.
- Working knowledge of EXCEL™.
- Working knowledge of video software.
- Excellent communication skills.
- Ability to manage multiple projects at once; strong organizational skills.
- Knowledge of videography, video-editing, sound, and light production.
- Ability to work successfully with diverse adult populations.
- Understanding of economically-disadvantaged and single-parent families and awareness of their unique needs.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.