

# *OXNARD UNION HIGH SCHOOL DISTRICT*

## **STATION MANAGER/MULTI-MEDIA SPECIALIST**

### **BRIEF DESCRIPTION OF POSITION**

Under the supervision of the Assistant Superintendent, Business Services, the District Station Manager will coordinate efforts to maximize use of the locally provided cable channel. The Station manager will work closely with district and site administrators to facilitate positive public relations through multi-media presentations and public programming aimed at fostering positive community relations.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Monitors program budget and makes purchases supporting program.
2. Manages, inventories and maintains security of program-related equipment.
3. Coordinates taping and airing of district board meetings.
4. Facilitates all multi-media presentations made at board meetings to ensure efficient transition between board agenda items.
5. Works with district office personnel to plan and develop appropriate programming to be aired on district cable network to include:
  - 5.1 Develops program outline for approval.
  - 5.2 Coordinates taping and editing processes to develop professional quality video programming for public broadcast.
  - 5.3 Develops a weekly programming guide for publication in advance of programming.
  - 5.4 Reviews all programs and authorizes airing prior to broadcast.
6. Coordinates each site's educational information aired on ITV, including site administration, athletic schedules, etc.
7. Works with site video programs to facilitate efficient use of site-based programming.
8. Works with Assistant Superintendent of Human Resources and/or District PR Officer to air special programs in emergency/crisis situations.
9. Meets regularly with Assistant Superintendent of Educational Services to update district administration on program goals and expectations.

### **PHYSICAL CHARACTERISTICS:**

Must be able to bend, stoop, reach lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

### **REQUIREMENTS:**

WORK YEAR:	183 Days (according to teacher calendar/work year)
CREDENTIAL:	Valid Basic California Teaching Credential
EXPERIENCE:	School based video and cable programming desired.
SALARY:	Teacher Salary Schedule + Level 3 Stipend

*Board approved: June 19, 2002*