

TITLE: Educational Multi-Media Production Coordinator (FLSA: Exempt)

JOB SUMMARY: The Educational Multi-Media Production Coordinator has direct responsibility for all aspects of electronic/instructional media production. Responsibilities include designing, planning, and carrying out the production of high-quality videos, television broadcasts, and Internet-based materials for instruction, training, information, and administrative purposes within and outside the St. Tammany Parish Public School System.

ESSENTIAL JOB FUNCTIONS:

1. Oversee day-to-day operation of the Educational Multi-Media Production Center; coordinate and monitor electronic/instructional media productions and budgets; and provide leadership in the design, planning, and production of electronic media learning materials aimed at improving instruction
2. Create and carry out the production of television, video, and Internet-based electronic/instructional media products designed around educational, informational, and administrative subject matter which can be transmitted over a variety of electronic broadcasting delivery systems
3. Use pre-production, production and post-production techniques in the development of television, video, and Internet-based productions including research, planning, budgeting, organizing, scheduling, scripting, staging, lighting, directing, shooting, recording, editing, sequencing, titling, dubbing, splicing, duplicating, transferring, digitizing, repairing, and evaluation of production
4. Operate, troubleshoot, and maintain a variety of studio equipment including cameras, lights, videotape recorders (VTR), audio boards, sound equipment, switchers, character generators, teleprompters, linear and non-linear editing equipment, and cable television broadcasting equipment
5. Serve as stage manager, working with limited staff, to maintain props; and build, set up, and strike sets
6. Use video editing, web design, and multimedia software
7. Digitize video images to computer hard disc for broadcast on the Internet
8. Produce high-quality videotapes for broadcast on STPSB cable television channel
9. Assess needs for the STPSB Educational Multi-Media Production Center, recommend equipment and software, and supply purchases within budget guidelines
10. Maintain physical inventory of equipment and order new stock
11. Represent the parish at local, state, and national meetings regarding electronic/instructional media production on a regular basis to keep abreast of current developments in media production within an educational setting
12. Write grants to fund production of electronic/instructional projects
13. Perform other related duties as assigned by Assistant Superintendent of Curriculum and Instruction or designee.

MINIMUM QUALIFICATIONS:

1. At least 5 years successful teaching experience and/or electronic/instructional media production experience demonstrating significant knowledge of educational practice and/or electronic/instructional media theory
2. Ability to plan, organize, manage, lead, and carry out the production of a variety of electronic/instructional media products in all areas of K-12 education and administration
3. Experience with a wide range of electronic media production equipment, applications, hardware, software, and the Internet
4. General knowledge of techniques, materials, and equipment used in the production of instructional media
5. Knowledge of the setup, operation, and minor repair of electronic media production equipment
6. Effective oral and written communication skills

TERMS OF EMPLOYMENT: 12 months per year

REPORTS TO: Assistant Superintendent of Curriculum and Instruction or designee

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel. The Superintendent reserves the right to review, revise, update, or change the jobs and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____ Date: _____
(MUNIS ID #)

Signature of Evaluator: _____
Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.