

**St. Tammany Parish School Board
Department of Human Resources**

JOB DESCRIPTION

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

MINIMUM QUALIFICATIONS:

- Successful teaching experience and/or electronic/ instructional media production experience demonstrating significant knowledge of educational practice and/or electronic/instructional media theory
- 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
- Experience with a wide range of electronic media production equipment, applications, hardware, software, and the Internet
- General knowledge of techniques, materials, and equipment used in the production of instructional media
- Knowledge of the setup, operation, and minor repair of electronic media production equipment
- Effective oral and written communication skills

REPORTS TO: Supervisor of Broadcasting

JOB SUMMARY:

The Educational Multi-Media Production Specialist's 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 FUNCTION:

- 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
- 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
- Operate 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
- Serve as stage manager, working with limited staff, to maintain props; and build, set up, and strike sets
- Use video editing, web design, and multimedia software
- Digitize video images to computer hard disc for broadcast on the Internet
- Produce high-quality videotapes for broadcast on STPSB cable television channel
- 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
- Write grants to fund production of electronic/instructional projects
- Perform other related duties

TERMS OF EMPLOYMENT: 12 Months

Salary in accordance with current salary schedule.

ACCOUNTABILITY:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Employee Identification Number: _____

Date: _____

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.

Original-Human Resources Department

Copy-Supervisor

Copy-Employee

(Revised: 4/2021)