

TITLE: Supervisor of Broadcasting (FLSA: Exempt)

JOB SUMMARY:

The Supervisor of Broadcasting will set high standards and provide leadership in fostering a productive, creative, collaborative, team-oriented staff to perform the educational, administrative, broadcasting, programming, and engineering functions of Channel 13 TV: Education St. Tammany.

ESSENTIAL JOB FUNCTIONS:

- Direct the daily operations of Channel 13 TV: Education St. Tammany.
- Supervise, coordinate, and participate in all phases of the production of educational television, including audio/video tapes and internet-based electronic/instructional media in support of teaching and learning.
- Communicate district's educational vision and mission to viewing audience.
- Oversee the supervision of personnel which includes work allocation and scheduling to ensure proper distribution of assignments, training, and problem resolution; evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance.
- Participate in development, implementation and maintenance of policies, objectives, short-and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Plan and conduct regular meetings with television staff to ensure compliance with established practices.
- Approve program schedules and evaluation of potential programs for broadcast.
- Coordinate student internship activities.
- Ensure the quality of the station's signal and facilitate continual efficient operation of equipment.
- Evaluate and recommend purchase of new products and equipment; maintain inventory of supplies and equipment; reorder as required.
- Ensure maintenance and proper functioning of assigned equipment.
- Develop and monitor annual operating budgets and provide fiscal direction.
- Represent the district 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.
- Perform other related duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

- Degree in education, communications, broadcasting, liberal arts or closely related field (or equivalent experience).
- At least 5 years successful teaching experience and/or television production experience demonstrating significant knowledge of educational practice and/or broadcast practice.
- Knowledge of the educational access broadcasting system in particular.
- Knowledge of district's educational culture and practices.
- Ability to work effectively with central office administrators, school principals, and teachers.
- Strong leadership skills; exceptional interpersonal skills.
- Meticulous attention to detail.
- Exceptional oral and written communications skills.
- Strong research skills.
- Highly proficient in computer software and internet literacy.
- Knowledge of Avid software is highly desirable, or experience in working with similar complex and detail software programs.
- Capability to work well under pressure and meet demanding deadlines.

TERMS OF EMPLOYMENT: 12 months per year

REPORTS TO: Superintendent

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: _____

Employee Identification Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluator 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