



# PLEASE POST

**GARY RUSH**

Interim Superintendent of Schools  
ADMINISTRATION OFFICE

November 26, 2025

**RODNEY GILMORE, Ed. D.**

Associate Superintendent for Human Resources  
HUMAN RESOURCES DEPARTMENT

JOB POSTING # 157

## 2025 - 2026 SCHOOL YEAR VACANCY

**POSITION: DISTRICT PODCAST PRODUCER**

**QUALIFICATIONS:** Experience working in recording and video editing

### **JOB RESPONSIBILITIES:**

- Plan, record, edit, and publish podcasts and videos **at least biweekly**.
- Ensure high-quality audio and video production that reflects the district's programs and values.
- Coach students in scripting, interviewing, and storytelling for podcasts.
- Encourage student-led segments that highlight creativity and leadership.
- Produce content that highlights **district-wide themes and events**
- Share district achievements, news, and initiatives with the community.
- Attend and record district events, concerts, competitions, and community activities.
- Partner with student clubs and programs (e.g., Drama Club, Music ensembles, Athletics) to feature performances and projects.
- Prepare students for competitions, showcases, or college auditions when appropriate.
- Produce promotional videos for upcoming district events and programs.
- Maintain and expand the district's audio-visual media footprint.
- Participate in media and broadcast competitions to showcase student work and district programming.
- Maintain a consistent production schedule and archive recordings.
- Track student participation and skill development in media projects.
- Ensure all content aligns with district policies and community standards.

**LOCATION:** Hempstead High School

**COMPENSATION:** Service Assignment II

**CLOSING DATE:** December 3, 2025

**APPLICATION PROCEDURE:** To apply click this link [www.olasjobs.org/hempstead-ufsd](http://www.olasjobs.org/hempstead-ufsd)

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