



HIGHLAND PARK ISD

Student Video Broadcast

Stipend: \$1,650.00

Purpose

The stipend compensates the sponsor for additional responsibilities associated with student video broadcast production, audiovisual support, and livestream operations for campus and community events.

Responsibilities

- **HPNow News Broadcast:** Coordinate and oversee broadcast planning, student production assignments, recording, editing, and delivery.
- **Audiovisual Support:** Provide AV setup, operation, and technical support for weekly pep rallies, the community black light pep rally, the Student Council Officers Assembly, and end-of-year awards.
- **Event Production:** Provide production support for all gym sports, SciTech Fest, and Litfest.
- **Livestream Operations:** Coordinate and operate livestreams for pep rallies, mock trial, the boat race, and Litfest.
- **Student Supervision and Training:** Train and supervise student crews in equipment use, production procedures, and professional conduct during broadcasts and events.
- **Equipment and Technical Preparation:** Prepare, test, set up, troubleshoot, and secure audiovisual and broadcast equipment before, during, and after events.
- **Event Coordination:** Work with campus staff and event sponsors to establish schedules, technical needs, and student crew assignments.
- **Additional Projects:** Support other small video, audiovisual, and livestream projects or events assigned by campus administration that are consistent with this role.

Stipend Coverage

The stipend covers the additional planning, preparation, rehearsals, student supervision, event operations, and follow-up work associated with these responsibilities, including work outside the regular instructional day.

This stipend is in addition to your regular salary. The start dates and end dates for the supplemental duty(ies) may be different from the start and end dates under your employment contract with the district. Your stipend(s) include(s) payment for all duties, responsibilities, and additional time your supplemental duty(ies) may require. A stipend associated with a particular supplemental duty may be prorated if you do not complete the supplemental duty or if the supplemental duty is terminated for any reason.

Your supplemental duty(ies) is/are at-will and is/are not part of your employment contract with the district. There is no property right to your continuation of the supplemental duty(ies). You may resign one or more of these supplemental duties at any time or the district may reassign or terminate one or more supplemental duties at any time.