

MEDIA PRODUCTION SPECIALIST

GENERAL STATEMENT OF DUTIES: Provides assistance to faculty and students in developing, producing, and implementing video programming for a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent works with faculty and students to encourage the usage of video taped programming in the classroom, for after school and special school activity programs. The incumbent works with both prerecorded instructional television programs/materials as well as actual development of video programs/materials as requested by faculty and students. Supervision over student helpers may be exercised.

EXAMPLES OF WORK: (Illustrative Only)

Works with supervisor, AV support personnel, faculty, students in preparing, disseminating video programs and materials;

Assists faculty and students with the setup and operation of video taping equipment;

Discusses video-programming needs with faculty;

Works with faculty and students in developing, producing, editing, and finalizing district developed video programs;

Provides information of upcoming television broadcasts related to curriculum;

Distributes television materials, teacher guides and schedules;

Works with supervisor to schedule and assign video equipment and facilities;

Helps faculty select appropriate video materials;

Acts as a liaison with district media centers, support departments (i.e.: graphics, computer);

Maintains video program manuals;

Assists faculty advisors with "club" activities involving videotaping equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of video materials and their uses; working knowledge of the operation of video equipment; working knowledge of the use and application of closed circuit television in an educational setting; ability to deal effectively with others; creativity; reliability; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) two years of experience in the production and operation of video programs; or (b) completion of one year of post high school education, including or supplemented by a minimum of two courses in production and operation of video programs and one year of experience as outlined in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A Bachelor's Degree in Film, Video, Video Production, Media Production, Cinema Studies or related field may be substituted for the above requirements.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.