

TELEVISION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent assists in the operations of a closed circuit television system, with basic responsibility for preparation of video tapes of district related instructional and non-instructional programming (such as Board of Education meetings) for television broadcasts, including set up and operation of video recorders, videotape reproduction and transmission equipment. Incumbent is also responsible for related clerical tasks. Supervision may be exercised over student helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Sets up and operates video tape reproductions equipment including associated signal monitoring and transmission equipment for the distribution of instructional television programs via a closed circuit cable television system;

Sets up and operates video tape recorders and related audio-video signal monitoring and processing equipment;

Edits taped recordings for distribution or for airing on local cable access channel;

Monitors equipment, system and tape performance and reports any malfunctions as appropriate;

Maintains logs of recording activities and operations;

Generates information for tape library coding and cataloging;

Performs routine maintenance and cleaning tasks related to equipment;

Assists with the scheduling of closed circuit TV programs available for District usage;

Assists in demonstrating and instructing teachers and/or students in the operation of the equipment; may assist in the production or editing of videos for internal use by the district;

Performs clerical work relative to the above operations;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of video materials and their uses; familiarity with the operation of video and audio equipment in the production of videotapes; ability to handle routine clerical work independently; ability to deal effectively with others; mechanical aptitude; tact and courtesy; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and one year of work experience which involved audio/video recording and editing.

SUBSTITUTION: Satisfactory completion of 30 college credits* towards a degree in Communications, Media Arts, Film and Television, Audio and Video Production or a related field may be substituted for the one year of experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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.