

**SCHOOL DISTRICT OF OKALOOSA COUNTY
OKALOOSA COUNTY FLORIDA**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Instructional Television (ITV) Broadcast Technician
Reports To: Program Director of Information Systems
Supervises: N/A

Minimum Eligibility Requirements:

Bachelor's Degree from an accredited institution with major course work in computer system science or engineering or five (5) years experience as a Data Systems Technician II.

Such alternatives to the above requirements as the Board may find appropriate and acceptable.

Language Skills:

Ability to read, analyze and interpret documents such as safety rules, maintenance instructions and procedure manuals.

Ability to effectively present information to administrators, public groups/community, and School Board.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed instructions.

Other Skills and Abilities:

Proficiency in editing video in both digital and analog formats.

Ability to work as a team member, to serve as a role model and to keep confidential information about students confidential.

Physical Demands:

While performing the duties of this job the employee is regularly required to drive, sit, talk, hear, stand, and walk. The employee is regularly required to carry up to 50 pounds and pull cable. Employee frequently interacts with other staff members.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

The noise level is moderate to loud.

Job Goal:

To maintain the Instructional Television (ITV) Network and to effectively interface with school/department personnel, state and local officials, and technical vendors to ensure the stability and efficiency of the ITV network.

(over)

Essential Duties and Responsibilities:

1. Maintain the school district broadcast tower and ensures all FAA and FCC guidelines are met as it relates to towers and tower lighting.
2. Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, and procedures as it pertains to the operation of the school district broadcast tower and broadcast licenses.
3. Maintain appropriate logs or documentation in order to meet all applicable laws, rules, regulations, policies, and procedures as it pertains to the operation of the school district broadcast tower and broadcast licenses.
4. Film and catalogue all School Board meetings and Workshops, assigned district and school events, and weekly TV recordings for broadcast and/or archive and retrieval purposes. Deliver School Board Meetings, Workshops, and weekly TV recordings to media outlets.
5. Provide technical assistance and support to school district personnel as it pertains to audio visual tasks/projects and the use of ITV programming.
6. Maintain a video library for ITV broadcast purposes, and for the archive and retrieval of school district related videos.
7. Maintain a public filming calendar that covers the areas of ITV activities, TV studio activities, and other district events.
8. Facilitate appropriate communication with the Florida Department of Education and all other applicable agencies as it pertains to the completion of required reports in the area of instructional television.
9. Provide technical assistance and support to the Okaloosa Public Schools Foundation as it pertains to video projects and marketing.
10. Ensure sufficient resources are available for filming district and school events, School Board Meetings and Workshops, and weekly TV recordings.
11. Maintain and ensure that all school district broadcasting, television, and audio equipment is working properly.
12. Facilitate and monitor lease agreements as it pertains to leasing broadcast frequencies.
13. Other duties as assigned by the School Board or supervisor.

Length of Employment:

Twelve months

Salary:

Based upon the adopted salary schedule for Professional/Technical, Pay grade 5

Evaluation:

Annual evaluation conducted by the Information Systems administrator in accordance with School Board policies and State Laws.

Review and Agreement:

Name of Employee

Social Security Number

Supervisor

Date

cc: Incumbent
Supervisor