

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INSTRUCTIONAL TELEVISION PROGRAM TECHNICIAN

SALARY SCHEDULE: SSP12

COST CENTER: TELECOMMUNICATIONS AND NETWORK SYSTEMS (9060)

QUALIFICATIONS:

- (1) Minimum of five (5) years experience in CCTV broadcast related field.
- (2) Ability to read and interpret CCTV schematic and engineering drawings.
- (3) Knowledge and experience of CCTV and wireless TV transmission equipment with the ability to repair system equipment.
- (4) Must participate in and score 80% or higher on a departmental administered written test.
- (5) Must participate in and score 80% or higher on a departmental administered performance test.

KNOWLEDGE, SKILLS AND ABILITIES:

Broad knowledge and experience in CCTV. Ability to troubleshoot problems with various types of technology hardware and software. Possess computer skills and some programming experience. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Communications Support Manager

JOB GOAL

To provide technical assistance to district-wide school site closed circuit television studios and broadcast distribution networks.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in the design of studios and video distribution equipment.
- * (2) Provide in-service to school and department staff on the use of studio equipment.
- * (3) Assist in the emergency maintenance and repair of CCTV equipment district-wide.
- * (4) Provide preventive maintenance to school site CCTV systems.
- * (5) Provide repairs identified as approved service requests in a timely manner.
- * (6) Assist in overseeing FCC licensing compliance for district ITFS frequencies.
- * (7) Keep immediate supervisor informed of potential problems or unusual events.
- * (8) Demonstrate initiative in the performance of assigned responsibilities.
- * (9) Provide for a safe and secure workplace.
- * (10) Model and maintain high ethical standards.
- * (11) Follow attendance, punctuality and proper dress rules.
- * (12) Maintain confidentiality regarding school matters.
- * (13) Maintain positive relationships with staff and vendors.
- * (14) Participate in workshops and training sessions as required.
- * (15) Communicate effectively with staff and vendors.
- * (16) Respond to inquiries or concerns in a timely manner.
- * (17) Prepare all required reports and maintain appropriate records.
- * (18) Follow all School Board policies, rules and regulations.

INSTRUCTIONAL TELEVISION PROGRAM SPECIALIST (Continued)

- *(19) Exhibit interpersonal skills to work as an effective team member.
- *(20) Demonstrate support for the School District and its goals and priorities.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities