

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### ELECTRONICS TECHNICIAN, INSTRUCTIONAL MEDIA

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent; and,
- (2) Minimum of two (2) years verifiable experience in the maintenance, design, operation or construction of technical broadcasting equipment; or,
- (3) Vocational / technical training in communications engineering, broadcast station engineering or electronics may be substituted at a rate of seven hundred twenty (720) classroom hours for each year of the required experience; or,
- (4) College education may be substituted at the rate of thirty (30) semester or forty-five (45) quarter hours for each year of the required experience provided such education includes four (4) courses in mathematics, electronics or engineering; and,
- (5) Appropriate FCC Certification.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of statutory and regulatory requirements in areas of responsibility, including copyright laws. Knowledge of and ability to operate a personal computer and audio visual equipment. Ability to supervise people. Ability to make decisions based on relevant information. Ability to balance several job functions at one time and work under a heavy work load. Ability to work cooperatively with other departments and agencies. Good interpersonal and communication skills.

#### REPORTS TO:

Supervisor of Instructional Media, Materials, and Technology

#### JOB GOAL

To provide for the planning, development, implementation and evaluation of instructional audio-visual technology designed to supplement and complement the instructional program in order to meet the needs of students throughout the District.

#### SUPERVISES:

Clerical Assistant – Instructional Media

#### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

**ELECTRONICS TECHNICIAN, INSTRUCTIONAL MEDIA** (Continued)

**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. 11**

**ELECTRONICS TECHNICIAN, INSTRUCTIONAL MEDIA (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Operate technical television equipment for ITFS transmission and / or duplication of educational programs used in the local and participating schools.
- \* (2) Execute the daily broadcast of scheduled programs from educational archives and satellite networks.
- \* (3) Assist in the installation of new and replacement technical equipment which supports the efficient operation of Instructional Television Center.
- \* (4) Perform minor preventive maintenance and cleaning of technical electronic equipment used in the ITV center.
- \* (5) Monitor and evaluate the planning and completion of ITV projects.
- \* (6) Evaluate and review, on a continuous basis, financial requirements of the department in cooperation with appropriate staff.
- \* (7) Prepare all required reports and maintain all appropriate records.

**Employee Qualities / Responsibilities**

- \* (8) Communicate to supervisor the status of projects and conditions in relation to meeting program goals and objectives.
- \* (9) Maintain effective relations with patrons, employees and the general public.
- \* (10) Develop and deliver, as required, appropriate and current training for all assigned staff.
- \* (11) Keep abreast of new developments in design, operation and maintenance of systems to ensure maximum efficiency.
- \* (12) Attend meetings and conferences which promote professional growth and benefit the District.
- \* (13) Keep abreast of legal requirements and proposed changes in area of responsibility.

**System Support**

- \* (14) Coordinate activities with schools and other divisions.
- \* (15) Ensure that School Board policies and governmental regulations are consistently applied to area of responsibility.
- \* (16) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (17) Perform other duties as assigned.

\*Essential Performance Responsibilities