



File #92

**Cleveland Heights-University Heights Board of Education
Supplemental Job Description**

Job Title: TV Production Advisor	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: E	Expected # of participants: Approx. 10-20
Date of Last Program Review: December 2014	

Statement of purpose:

- In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.

Group goals: {Refers to the general goals for the students participating in this co-curricular group}.

- To provide students with an interest in video production with an opportunity to write, produce and edit videos.

Minimum knowledge, skills, certifications, physical requirements: {Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation }

- Knowledge of video production including but not limited to camera operation, video editing, visual storytelling, scriptwriting, audio basics, composition and direction.

Detailed essential function(s) - specific to position: {Refers to the duties and responsibilities of the person in charge of this co-curricular group.

- To teach students how to write, produce and edit videos. Much of what we produce in this club has real-life application. For instance, we produce promotional videos for the small schools' web sites, collaborate with classroom teachers doing video-related alternative assignments, collaborate with the Communication Dept. on various district video projects, create video promotions for events such as school musicals and plays, submit videos to film festivals, etc.

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- Varies from project to project. A project could take anywhere from 2-50 hours. This year's one-minute REAL School video took close to six hours to make from conception to delivery.

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings

- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university M.Ed.
- Teaching Certificate or Licensure CTE Media Arts
- Apple Certified Trainer

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine
- Video Cameras, audio mixers, video switchers, etc.

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.