



**File #58**

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

<b>Job Title:</b> TV Production Supervisor	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> C	<b>Expected # of participants:</b> Approx. 10-20
<b>Date of Last Program Review:</b> 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 collaborate with the IT Dept. to deliver quality event programming (varsity sports, award ceremonies, community meetings, etc.)
- To deliver 5-minute student-produced newscasts that cover Heights High news and promotes tiger Nation culture. “News for Students by Students”-Tiger TV

**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 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.}*

- Coordinating with IT, scheduling students, supervising students on location, and training students.
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**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.}*

- Student contact time 6-8 hours per event
- Preparation time 1-2 hours pre and post
- 3-4 hours per week for “Tiger TV”

**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.*

