

JEFFERSON COUNTY SCHOOLS
Job Description

POSITION:

IMMEDIATE

SUPERVISOR: Superintendent

FLSA STATUS: Exempt

EMPLOYMENT Minimum 200 days annually, pursuant to WV Code
TERM: §18-5-45; extended employment terms may be established
by JCBOE

SALARY: Pursuant to WV Code §18A-4-2, in accordance with
Jefferson County Teacher Salary Schedule, commensurate with
experience and education level

EVALUATION: Performance in this position will be evaluated by the building
principal/immediate supervisor and in accordance with WV State
Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation
Policy

JOB SUMMARY: Web Administration duties for Jefferson County Schools. Attend and JCS
Television regularly records Board of Education meetings, seasonal concerts, special programs,
awards assemblies, and high school graduations.

• PERFORMANCE RESPONSIBILITIES:

- Create, design or perform modifications to all web sections and pages, as requested by the JCS administration.
Examples: Surveys, Forms, Specialty Pages
- Maintain up-to-date district homepage content with news, announcements, and pertinent information as presented to the web administrator by Central Office staff, other school personnel, or school system designee.
- Maintain and update County Level or Central Office Departmental web pages per request with content provided by respective staff members.
- Address and assist all employees and users with login issues.
- Address and assist any section or page administrator with content editing issues.
- Update staff directories with information provided by JCS WVEIS administrator for all locations (schools/central office).
- Update and populate county level calendars with provided information, dates, and/or events.
- Provide available reports and web data per administrative request.
- Maintain Board of Education meeting video archive listings, with coordination between boe.jeff.k12.wv.us and jcsvideoserv.net.
- Amend, alter, or delete any web content from boe.jeff.12.wv.us, as requested by school system administrator.
 - Daily screen updates to JCS Television (Comcast Cable Channel 18)
 - Recording of the following Board of Education Meetings:

- Regular Board of Education Meetings - (Televisе regular meetings only, unless otherwise directed)
- Other Public/Budget Meetings, as requested by JCS Administration
- Posting of regular meeting video on the jcsvideoserv (YouTube) website for on demand viewing
- Posting and scheduling of regular meeting video on JCS Television - Cable Channel 18
- Weekly air times on Channel 18 are: Wednesday (10:00 p.m.), immediately after the meeting, Friday (8:00 p.m.), Saturday (3:00 p.m.), and Sunday (8:00 a.m.)
- Recording of winter and spring school concerts, high school awards ceremonies, high school graduations, and TASC Graduation
- Posting of all above listed programs (except high school dance, due to copyright protection of music) video on the jcsvideoserv website for on demand viewing
- Posting of a concert menu web page on jcsvideoserv.net
- Scheduling and airing of all above listed programs, including high school dance, on JCS Television - Cable Channel 18
- Live streaming of high school awards and graduation ceremonies via LiveStream
- Posting of LiveStream link for on demand viewing
- On Call 24/7 for Emergency Closings and Announcements (including cooperation with Jefferson County EOC)
- Scheduled and Emergency Maintenance of JCS Television Equipment
- Scheduled, annual upgrades, and equipment replacement via a budget set forth and provided by Jefferson County Schools. Budget amount to be determined, annually, by Jefferson County Schools.
- Completion of above duties dependent upon access to the following equipment and facilities:
 - Access to buildings:
 - Central Office head end cable facility
 - Washington High School building, television studio, and auditorium proper
 - All schools where concerts or recorded programs take place
 - Access to equipment:
 - All television production equipment/devices at the **JCS Central Office**, including: Head-end unit, player/switcher, bulletin-board, master computer, scheduling computer, data storage for cable broadcast, video production desk, and video/multi-media equipment housed in the Board of Education meeting room
- In cooperation with video production instructor, access to television production
 - equipment at **Washington High School** for recording of events requiring multiple cameras.

NOTE: All inventory at the WHS television studio is for the exclusive use of the Jefferson County Board of Education (JCS Television), WHS Television Staff, and efforts to increase positive public relations and awareness, unless otherwise requested by the Superintendent or the Jefferson County Board of Education.

Communication of data:

- JCS Television announcements and information shall be forwarded exclusively by either the Superintendent of Schools, or designee, or by Platinum PR or designee.

- **Out-of-the-ordinary** and emergency announcements must be approved by a designated school system safety/public relations spokes person.

- **OTHER DUTIES AS ASSIGNED HAVE INCLUDED:**
 - Special video projects as requested by the Superintendent of Schools
 - Special video projects as requested by the Department of Curriculum and Instruction
 - Spearhead or assist in Jefferson County Fair Booth creation and setup
 - Technical setup for Convocation (Sound/Media Projection/Vid

Remain on-call 24/7 for emergency announcements and closings, as required by the JCS Administration.

QUALIFICATIONS:

Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this

position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

Elementary Teacher 9/2011