

JOB DESCRIPTION

Title: Electric Media Specialist

Minimum Qualifications:

Immediate Supervisor(s): Superintendent

Supervises: N/A

RESPONSIBILITIES:

Recording of the following Board of Education Meetings (approximately 25 meetings) - on location:

- Regular Board of Education Meetings (24) - (Televised regular meetings only, unless otherwise directed)
- Other Public/Budget Meetings - allowance for 1 televised
- Posting of regular meeting video on the jcs videoserv website for on demand viewing
- Posting and scheduling of regular meeting video on JCS Television - Cable Channel 18
- Scheduled, annual upgrades, and equipment replacement via a budget set forth and provided by Jefferson County Schools. Budget amount to be determined 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 special Board meetings may take place

* Access to equipment:

- All television production equipment/devices at the JCS Central Office
 - Head-end unit, player/switcher, bulletin-board, master computer,
 - scheduling computer, data storage for cable broadcast
 - Portable video production desk, and video/multi-media equipment housed
 - in the Board of Education meeting room
 - All television production equipment at Washington High School
- All inventory at the WHS television studio to be used for the exclusive use of the Jefferson County Board of Education (JCS Television), WHS Television Staff (WHS Television) and efforts to increase positive public relations and awareness, unless otherwise requested by the Superintendent or Board of Education.

Services not included:

* Video recording/editing for schools or departments for purposes other than designated by Jefferson County Schools Public Relations Department, the Superintendent of Schools, and/or the Jefferson County Board of Education.