

MEDIA COORDINATOR

Purpose Statement

The job of MEDIA COORDINATOR was established for the purpose/s of supervising the development of television programs to enhance classroom instruction; designing instructional programs for Homebound Students; directing the operations of the District Cable channel and educational access studio; maintaining television/studio equipment; and coordinating scheduling of educational television programming.

This job reports to SUPERINTENDENT

Essential Functions

- Administers the development of television/instructional programs for the purpose of supplementing classroom instruction and providing instruction to students attending classes from home.
- Collaborates with district personnel and other districts for the purpose of implementing and maintaining services and/or programs.
- Consults with a variety of district personnel (e.g. administrators, curriculum coordinators, Media Center department director, etc.) for the purpose of determining specific programming needs.
- Designs instructional programs for the purpose of enhancing the educational television channel programming.
- Directs educational television operations for the purpose of providing district-wide educational programming.
- Instructs students and/or teachers for the purpose of career training and utilizing educational television.
- Supervises assigned personnel for the purpose of ensuring their department and individual performance objectives are met.
- Supervises the use of educational television equipment (e.g. van, studio, access equipment, etc.) for the purpose of ensuring availability of required equipment.

Other Functions

- Demonstrates methods required to perform assignments and/or skills for the purpose of modeling the skills necessary to perform the tasks safely and/or accurately.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquires for the purpose of providing information and/or direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects, verbal and written communication skills.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: bilingual (English/Spanish) helpful, computer operation/skills.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, implementing classroom management techniques, meeting deadlines and schedules setting priorities, utilizing current technology, working as part of a team, working with detailed information/data, working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None specified

Certificates & Licenses

Arizona Certification

Continuing Educ. / Training

Maintain Arizona Certification, Maintain Fingerprint Clearance Card

Clearances

Criminal Justice Fingerprint/Background Clearance, Clean Motor Vehicle Record

FLSA Status

Exempt

Approval Date

Salary Grade

Supervisor S3