

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. While performing the duties of this job, the employee may be exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor, Communications Services

GENERAL RESPONSIBILITIES

1. Coordinates all broadcasts on the CCPS cable access channel.
2. Coordinates maintenance of broadcast and studio equipment.
3. Acquires, schedules and programs The Education Channel.
4. Coordinates district satellite teleconferencing activities.
5. Acquires, schedules and programs distance learning courses, staff development courses and special broadcast events.
6. Generates in-house instructional, staff development and informational video programming, including videotape dubbing and distribution.
7. Assists with the operations of the District Film/Video Library and other service areas of the District Communications and Information Office on an as-needed basis.

SPECIFIC RESPONSIBILITIES

1. Produces, directs, and tapes originally produced CCPS video programming.
2. Coordinates the live cablecasting of all school board meetings, workshops and events.
3. Schedules and programs the Immokalee-based cable access TV channel (programmed separately from and run independently of the Naples-based cable access channel).
4. Insures the District Communications and Information Office is in compliance with regard to copyright for all video programming and music acquire the district.
5. Insures the district is in compliance with copyright in regard to text materials, multimedia projects, photocopying, etc.
6. Previews, evaluates and purchases new video program acquisitions for the cable access channel.
7. Acquires, schedules and circulates district-wide notice of up-coming satellite delivered teleconferences.

8. Insures that satellite-delivered programs are videotaped and/or transmitted over The Education Channel.
9. Dubs copies of satellite-delivered or videotaped programs on request.
10. Prepares and disseminates broadcast schedules for the cable access channel.
11. Manages the character generated CCPS Bulletin Board.
12. Performs other duties as assigned.