

**JEFFERSON COUNTY SCHOOLS
Job Description**

POSITION: JCS TV Class Sponsor (Broadcast Journalism – Extracurricular Assignment)

IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Exempt

EMPLOYMENT TERM: Up to 3 days per week
extended employment terms may be established by JCBOE

SALARY: Stipend of \$6,595.14

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

JOB RESPONSIBILITIES:

Teach (_Broadcast Journalism_), (offered outside the regular school day):

COURSE SUMMARY: Film/Videotape courses expose students to the materials, processes, and artistic techniques in film or videotape. Students learn about the operation of a camera, lighting techniques, camera angles, depth of field, composition, storyboarding, sound capture, and editing techniques. Course topics may also include production values and various styles of filmmaking (documentary, storytelling, news magazines, animation, and so on). As students advance, the instruction regarding the creative process becomes more refined, and students are encouraged to develop their own artistic style. In order to develop each student's style and artistic eye, major filmmakers, cinematographers, and their films may also be studied.

• PERFORMANCE RESPONSIBILITIES:

- In cooperation Electronic Media Coordinator, 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.

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/Video)

QUALIFICATIONS:

Teaching Certificate or Permit (k-12)

Bachelor Degree required

Bachelor Degree in Electronic Media or Technical/Broadcast Journalism preferred

Bachelor Degree in Education with Associates in Digital Media Specialist or Digital Cinema/Digital Photography preferred

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 20 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.