

MONONA GROVE SCHOOL DISTRICT

Board Policy 541.4

TELEVISION COORDINATOR (Job Description)

Qualifications:

- (1) Minimum of a two year associate degree in a related field.
- (2) Must have knowledge of and experience working with closed circuit and cable television.
- (3) Must have experience in a television production studio.
- (4) Experience as a teacher is desired.
- (5) Must meet any additional qualifications established by the district.

Reports To: Director of Business Services (primary)
Director of Instruction (secondary)

Job Goal: To develop and maintain television communications within the schools and the community.

Performance Responsibilities:

1. Continually develop and maintain a viable television communication within and between the district schools. This includes communication with the local cable provider. It also presupposes that an ongoing effort will be made so that television communication will be achieved between the schools in Monona and Cottage Grove.
2. Be involved actively in each school of the district for the purpose of assisting teachers and other staff in the use of the television medium to supplement and document their teaching activities.
3. Act as the district representative to the City of Monona and the Village and Township of Cottage Grove. This includes working with the city cable administrator in the scheduling of the school/community channel, the supplying of qualified workers to record the business of the cities and the school board, and the cooperative administration of the city cable television budget.
4. Continually maintain and upgrade equipment necessary for maintaining broadcasting standards for the district.
5. Train young people to become familiar with hardware and proper production techniques so that they can use the medium to communicate their ideas, as well as help the staff and others.

6. Provide a process so that all public activities of the district can be videotaped and distributed into the community. This requirement assures that records of student performances and staff activities will be available.
7. Develop and maintain a production studio available to students and staff of the district as they develop programs designed to communicate with others – within and outside of the school buildings.
8. Work in cooperation with the administration to assure that the distance education facility of the district is used to its fullest capacity.
9. Develop and administer a school and community budget to provide funds for the maintenance of the district television program.
10. Develop procedures to inform teachers as to availability of television and other media programming and technology.
11. Develop a transition plan designed to ensure that future staffing needs will be met.
12. Be responsive to any other television requests as made by the administration.
13. Facilitate the use of television as an education tool to enhance learning for students and staff of the Monona Grove School District, and as an effective tool for communicating with the community.
14. Perform other related duties as directed by the Director of Business Services, Director of Instruction, Superintendent or Board

This job description has been prepared to assist in evaluating various classes of responsibilities, skills and working conditions. It indicates the kinds of tasks and levels of work difficulty required of the employee. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Terms of Employment:

Contracted services arrangement. Average hours not to exceed 20 hours per week. Salary established annually by the Board. Evaluation shall take place on an annual basis.

LEGAL REFERENCE: Section 121.02 (1)(a) Wisconsin Statutes
CROSS REFERENCE: Board Policy 538, Staff Evaluation
BOARD APPROVAL: November 10, 2004