

EDUCATIONAL TELEVISION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, organizes, produces, supervises and operates a closed circuit educational television/cable system used to provide educational, recreational and informational programs for a school district. Supervision may be exercised over the work of a Television Technician and/or student helpers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates a closed circuit educational television/cable system;

Instructs students in the operation of various types of television equipment including video cameras, monitoring of live broadcasts, videotaping of television shows, playback of video tapes, etc.;

Consults with instructors and administrators in order to arrange programs to fit the needs of the students and staff;

Schedules live and videotaped programs for educational, recreational and informational purposes;

Provides information to faculty and administrators of upcoming broadcasts;

Facilitates program arrangement to provide event coverage;

Keeps abreast of new developments in the field of media broadcasting by attending seminars and conferences;

Acts as liaison between Cablevision personnel and the school district to facilitate upgrades in equipment and services;

May supervise a television technician and/or student helpers in the repair and maintenance of closed circuit television/cable system;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the operation of video cameras, video tape recorders and other equipment used in a closed circuit television/cable system; good knowledge of the use and application of closed circuit television/cable system in an educational setting; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to instruct others in the use of television equipment; ability to deal effectively with others; mechanical aptitude; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; reliability; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of work experience in which the primary function of the position was the operation of a closed circuit television system.

SUBSTITUTION: Satisfactory completion of 30 college credits*, which must have included at least six (6) credits in production and operation of video programs, may be substituted for up to one year of the work experience described above.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.