

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 7158  
Pay Grade: D13

FLSA: Non-Exempt  
Supporting Services

<b>SCHOOL BROADCAST TECHNICIAN</b>
<b>REPORTS TO:</b> Program Coordinator, Library Media
<b>SUPERVISES:</b> Not applicable
<b>QUALIFICATIONS:</b> High school diploma or GED plus five (5) years' experience in a television or media related field to include experience in broadcast television electronics, broadcast systems design, maintenance, operation, and non-linear editing. OR the equivalent of education, training and experience.  <b>PREFERRED:</b> Associate's degree from an accredited college or university. Experience in commercial television news/production and in posting videos to the web and other web-based video applications. Verifiable training as a studio assistant, studio Technician/edit assistant or television production/edit technician.
<b>MAJOR FUNCTION</b>
Performs advanced, technical, specialized work in the design, layout, installation, operation, and troubleshooting of TV studios, traditional and non-linear video production, and media distribution equipment in school library media centers. Trains others in techniques, methodology, and operations. Work is performed independently and is reviewed through conferences and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Coordinates all web based content for district including professional development models and district news distributions</li><li>• Assists in professional development training for TV production students and teachers</li><li>• Oversees compliance and contributes to the FCC substantial service mandate report required by leasing channels</li><li>• Mentors in developing knowledge and expertise in TV production maintenance</li><li>• Plans, designs, and coordinates the expansion of Instructional Television (ITV) facilities, which includes preparation of procurement specifications and participation in the development of long-range instructional television planning</li><li>• Writes technology specifications for new construction projects or for modifications to existing equipment and facilities</li><li>• Analyzes needs and compiles diagrams and project reports to determine and compose the technology educational specifications detailing scope of work, bidding procedures, and appropriate materials to be used within constraints of governmental, D.O.E., and standard construction practices and procedures</li><li>• Recommends and prepares specifications for quality, quantity, size and cost of materials used as instructional and managerial aides in classroom curriculum based on knowledge of audiovisual, television production and distribution</li></ul>

## SCHOOL BROADCAST TECHNICIAN

### ESSENTIAL RESPONSIBILITIES (Continued)

- Applies professional knowledge and expertise to assess and recommend the purchasing of audio, video, and non-linear editing equipment, supplies, and related materials used by the schools and the Library Media Department
- Advises library information specialists on the purchase and use of video production equipment
- Oversees the installation and implementation of cable TV, satellite dishes, and closed circuit TV or media retrieval systems in accordance with technology educational specifications
- Conducts training of library information specialists in video, audio, and lighting techniques and methodology, as well as the set up and operation of TV studio equipment, non-linear multimedia workstations, and head end/media retrieval
- Maintains and troubleshoots audio and video equipment, including school based TV studios and head end/media retrieval systems
- Performs other related duties as required

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/13 LM; BOARD APPROVED: 12/10/13

## SCHOOL BROADCAST TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls			X		
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	

School Based Broadcast Technician – NR