

**EDUCATION TELEVISION TECHNICIAN**

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Class Code: 7534

**TITLE:** Education TV Technician  
Grade 24

**REPORTS TO:**

**SUPERVISES:**

**JOB FUNCTION:** Install computer and video production hardware and software; operate and maintain audio and video production equipment; provide continuing on-site and telephone support for users.

**DUTIES AND RESPONSIBILITIES:**

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- Operate and maintain computer, video, and audio production hardware and software including lighting, control panels, and other studio and remote video production equipment
- Provide technical and equipment set up for district events, including board meetings and other district and school meetings, training, and events
- Provide on-site and telephone support for users of computer, video, and audio production hardware and software.
- Install audio, video, and computer hardware systems and software including upgrades and enhancements.
- Conduct training for use of computer, video, and audio production hardware and software with individuals, small groups and classrooms.
- Test new audio and video production software programs and update existing programs prior to installation.
- Evaluate needs of user departments and recommend audio and video production hardware and software solutions.
- Produce audio and video programming related to district communications plan, educational issues, and district and school events

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**DUTIES AND OTHER RESPONSIBILITIES (CONT.):**

- Ensure adherence to FCC rules and regulations
- Perform other duties as assigned.
- Maintain regular attendance.

**KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

- Operation of computer, video, and audio production and related equipment.
- Operation of audio and video production software applications.
- Installation of computer, video, and audio hardware, peripherals and software.
- Proper methods of storing equipment, materials and supplies.
- Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties. Technical aspects of field of specialty.
- Public speaking techniques.
- Oral and written communication skills.

**ABILITY TO:**

- Install microcomputer hardware and software.
- Coordinate the technical design of school district's special media productions and the operation and maintenance of production equipment.
- Operate a variety of computer, audio, and video equipment.
- Provide assistance and technical knowledge of various audio and video production software applications.
- Develop and present training programs.
- Maintain current knowledge of technological advances in the field.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Work independently with little direction.
- Plan and organize work.

**PHYSICAL DEMANDS:**

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- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

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**EDUCATION AND EXPERIENCE:**

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- High school diploma or G.E.D. Certificate supplemented by course work in audio and video production and software applications and three years increasingly responsible audio and video broadcast, direction, design and photography experience.

**LICENSES AND OTHER REQUIREMENTS:**

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*Original Date: 01/1999*

*Revision Date: 07/2011*

*Revision Date: 07/2012*