

TITLE: Broadcast/Television Advisor

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOALS: Advise and direct a program of activities to promote the interests and needs of the school.

ESSENTIAL FUNCTIONS:

1. Supplement pertains to the supervision of functions which extend beyond the normal contractual day.
2. Coordinates all Broadcast Journalism, Sports Journalism, and Television Technology activities with the principal.
3. Assists in establishing guidelines and criteria for the selection of staff, instruct students in the responsibilities and techniques of professional and quality television and internet productions.
4. Schedules, coordinates, facilitates, and supervises students in outside activities, professional opportunities, and coverage of all scholastic events.
5. Guides students through various preparations and performances of daily scholastic news and information broadcasts, special projects, videos, website construction and maintenance, and entertainment media including meeting deadlines and working within the budget.

OTHER RESPONSIBILITIES:

1. Performs related work as required (Note: the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Organizes, supervises and facilitates student activities beyond the hours of the normal school day, including but not limited to nights, weekends, summers, and holidays.
3. May need to transport students and equipment to and from activities and events.
4. Adheres to school district policies and procedures.

PHYSICAL REQUIREMENT:

This position requires up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Dates for work year based on the district's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal/director or designee will assess the effectiveness of the advisor annually with respect to performance of essential functions.

Adopted: 05-30-2002