



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR VIDEO COMMUNICATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8335
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for coordinating the production of District video projects and for creating video news stories for a variety of audiences.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Develops, produces, and compiles information for District video projects
Ensures that all necessary elements and equipment are ready as the project progresses and ensures deadlines are met
Coordinates video production crews assigned to in-studio and field projects
Conducts interviews for District video productions and television programs
Serves as a liaison to District staff and outside agencies
Communicates the on-going status of all elements of the video production to supervision and those involved with the project
Edits the work of others to ensure professional communication standards
Gathers and researches data, documents, and other pertinent information for inclusion in video production
Presents information in clear and direct ways using imaginative and creative approaches
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

Bachelor's degree
Two (2) years of experience in television and/or video production and direction
Experience in video streaming and Web casts
Valid driver's license
Effective communication skills

#### DESIRABLE QUALIFICATIONS

Knowledge of school district programs and operations
Experience developing stories for a news magazine format

