

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Media Editing and Support Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	039 OTBS
REVISED:	August 10, 2005		

BASIC FUNCTION:

Under immediate direction of the assigned supervisor/manager, provide a broad variety of technical media production services by assisting in the planning and recording of video productions; edit videos using specialized equipment; train and assist site staff in video production related activities.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Work closely with the management of the assigned division in planning, scheduling and editing video footage of classroom practice and professional development. **E**

Work closely with the appropriate program manager to ensure the compatibility of resources to school sites and central office. **E**

Assist in planning video productions by filming, developing storyboards, and editing profiles. **E**

Edit video utilizing professional editing systems, including non-linear digital editing equipment. **E**

Design and develop graphic displays for video productions using professional level character generation equipment. **E**

Record and duplicate videotapes as assigned. **E**

Produce various forms of multi-media presentations including video, audio, computer graphic, internet, and printed materials. **E**

Operate audiovisual equipment including lighting, microphones, wireless audio systems, and digital video equipment. **E**

Coordinate the scheduling of and provide technical support to site staff for video conferencing between school sites and District offices; contact cable companies and other agencies and coordinate satellite and microwave downlink transmissions. **E**

Assist site staff in providing closed-circuit television distribution including the transmitting and receiving of ITFS (Instructional Television Frequency System) signals. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized two-year college with a major in video production or other related field and two years of full-time equivalent, paid, directly related experience of acceptable level and quality, which includes a minimum of six months experience utilizing professional editing systems, including non-linear digital editing equipment.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private automobile (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Reading and writing English communication skills.
Wide range of audiovisual production and projection equipment used in the District.
Safety precautions appropriate to the type of equipment operated.
Basic copyright laws.

ABILITY TO:

Use professional level video production technology, such as non-linear digital editing and character generation equipment.
Set up and maintain files and inventories.
Develop and maintain effective work relationships with staff and the public.
Plan and organize work to meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting up to 50 lbs.

12/99 Issued
Job Code 7027
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