

Position: JETHD General Manager/Instructor

Term Full-time 216 days

Classification: Certified/Exempt

Location: Joplin High School

Qualifications: Must obtain or be able to obtain a Missouri Career Education Certification. Candidates with a Bachelor's degree in communications, and/or digital communications, journalism, marketing or related field and extensive experience in broadcast or cable television. Experience with webcasting and other digital news media for the web are desired. Extensive knowledge of video photography, news writing, writing for broadcast and use of non-linear computer video editing equipment.

Skills/Abilities:

- Experience with news writing, news release writing, public relations and marketing
- Creative self-starter
- Strong interpersonal and social skills including the ability to work with diverse groups of people
- Skilled in operation of A/V equipment.
- Experienced with newsgathering, and coordination of news coverage including shooting video, writing, voicing, editing and distribution of digital media content on multiple platforms including the web.
- Extensive knowledge of television equipment including cameras, non-linear editing, switching equipment, and lighting effects equipment.
- Ability to provide production assistance in the operations of audio-visual equipment.
- Ability to drive a car, truck, van in the course of carrying out job duties at various schools and other locations within the district while maintaining a valid driver's license.
- Ability to handle multiple projects, deadlines, and initiatives simultaneously; ability to alternate between taking a lead role and serving as a team-member or co-worker on various initiatives.

Supervisory: No

Reports to: Building Principal and Director of Franklin Technology Center

Position Summary: Teach, motivate and inspire students while managing the JET HD television station including the production and staffing of school board meetings, school news and events, sporting events, and public service announcements.

General Expectations:

- Supports the mission of Joplin Schools.

- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions:

- Teach 3 sections
- Develop and Implement programming, policies, and coordinating use of material
- Produce District Promotional Material
- Evening District Event Coverage
- Lead Advisory Board to develop student qualifications
- Assist with coordination of district advertising
- Coordinate with other departments
- Produce and maintain content for JETHD YouTube
- Coordinate meetings, live broadcasting, video production, audio production, direct, write, and produce Joplin Schools programs, produce student programs
- Field Shoots
- Maintain Media equipment, JETHD TV production studio, Audio Production Studio, Master Control
- Order and maintain a purchasing list to keep new equipment coming in for student use
- Troubleshooting Computers
- Transport equipment to field location and makes minor adjustments to equipment for successful television programming
- Work with all Joplin schools and departments to produce and direct studio and filed programs
- Receive and schedule television production requests.
- Maintain, troubleshoot and repair all audio/visual equipment.
- Create daily programming schedule for TV viewing
- Prepare productions for on-air playback and/or video streaming, both electronically and manual
- Assists in budget preparation and adheres to budget in accordance with procedures
- Remains abreast of changes in industry standards, equipment, and programming, including monitoring other education access programming for evaluation and incorporation, federal, state, and local laws regulations relating to cable television and public communication
- Carry out all other duties as assigned.

Physical Demands

An individual who holds this position must have the ability to speak and hear in an environment where numerous conversations and activities may be taking place

simultaneously; Move around the classroom; Read handwritten or printed material; occasionally lift up to 25 pounds.

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Condition and environment of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.