

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ETV DISTRICT COORDINATOR

GENERAL DESCRIPTION: The ETV District Coordinator serves an important role in the district's communication plan by serving as the liaison between the school district and Epping Television and by implementing the District Communication Plan. The purpose of this position is to promote special news and events, school programming, and other good news for the schools and district. This position will also interface with the High School Video Club in which students will work on videotaping and preparing programming for ETV. This position will also interface with the School Principal, Athletic Director, and Communication Coordinator in the promotion of their school through programming on the town public television channel.

Candidates will be interviewed by the district administration. The ETV District Coordinator will be appointed for a one-year term and assessed by the district administration during this term. This position is in addition to one's primary responsibilities and will require time outside the regular school day and year.

QUALIFICATIONS:

1. District employee
2. Knowledge of public broadcasting production
3. Knowledge of school programs and events
4. Strong mass media skills
5. Strong communication and organizational skills
6. Ability to work cooperatively with school students, staff, and administration
7. Ability to work cooperatively with mass media personnel and ETV staff

CLASSIFICATION: This position is designated as an administrative stipend position subject to School Board Policy.

REPORTS TO: Superintendent or Designee

PERFORMANCE RESPONSIBILITIES:

1. Serve as the district contact person with ETV.
2. Develop a working relationship with ETV management and staff.
3. Develop a working relationship with EHS Video Club Advisor and School Communication Coordinators.
4. Develop a working relationship with Athletic Director and School Principals in developing and implementing school programming.
5. Promote the broadcasting of district, school, and student initiated programs.
6. Keep current with upcoming school activities and events.
7. Coordinate pre, during, and post production of school events.
8. Develop written procedures on proper pre, during, and post production protocols, and train staff and students.

9. Keep record of school ETV programming delivered, aired, and returned.
10. Develop written procedures to ensure appropriate content for all programming.
11. Encourage an extended learning opportunity for students to obtain an elective credit in a course or as a student aide in broadcasting.
12. Abide by copyright protection laws.
13. Abide by school district policy on student privacy rights.
14. Purchase and distribute equipment and supplies.
15. Keep equipment in good running order. Work with ETV on maintaining live broadcasting system for events such as deliberative sessions.
16. Keep a written inventory of equipment and supplies.
17. Develop budget in support of ETV programming.
18. Perform other responsibilities associated with this position as determined by Superintendent. Schedule school programming a month in advance of broadcasting.

STIPEND: This position is in addition to one's regular school day and year responsibilities. Annual administrative stipend is \$2,500.