

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: TECHNOLOGY
TITLE: VIDEO PRODUCTION ASSISTANT
CALENDAR: [VIDEO PRODUCTION ASSISTANT](#)
SALARY: [GRADE 9](#)

Job Goal:

To assist the Educational Television Producer in all phases of television production.

Minimum Qualifications:

- AA degree or equivalent semester hours in broadcasting or related field or five years professional experience in video production
- Previous experience in the area of TV production
- Ability to operate standard office equipment including computer and related video software
- Satisfactory criminal background check
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Assists Educational Television Producer in producing educational programs
- Assists in technical direction
- Organizes presentations
- Operates computer-based playback system
- Operates all studio facilities: cameras, switcher and editors
- Edits video with video editing software
- Helps create annual reports
- Works with students in various schools to produce newstapes
- Completes other duties as assigned
- Operate and care for school district's equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors
- Devise and recommend directions for growth and expansion of the production facility

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.