

JOB DESCRIPTION

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| POSITION TITLE: Digital Production Coordinator | JOB CODE: 445C |
| DIVISION: Academic/Teaching & Learning | SALARY SCHEDULE: Coordinator |
| DEPARTMENT: Instruction & Innovative Practice | WORK DAYS: 238 |
| REPORTS TO: Supervisor, K-12 Learning Design & Visual Arts | PAY GRADE: CC5 (5, 6 or 7) |
| FLSA: Exempt | PAY FREQUENCY: Monthly |
| PRIMARY FUNCTION: Collaborate and consult with District faculty and staff to enhance teaching and learning through digital multi-media design and application | |

REQUIREMENTS:

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| 1. | Educational Level: Master Degree |
| 2. | Certification/License Required: Valid Georgia Teaching Certificate; Educational Leadership Certification preferred |
| 3. | Experience: 5 years teaching experience; multimedia production experience preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication; strong interpersonal skills; knowledge of video production and editing equipment and software |

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

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| 1. | Demonstrates prompt and regular attendance. |
| 2. | Responsible for coordinating the content and production of District video productions. |
| 3. | Collaborates with Directors to identify opportunities; and determine scope, timeline, shooting and editing of videos. |
| 4. | Generates original scripts, videos, graphics, courses, materials, presentations and other resources in support of the Academic Division. |
| 5. | Coordinates participants in video programming and coach participants to increase their comfort and professionalism on-camera. |
| 6. | Creates and manages resources designed to help facilitate video creation for learning, teaching, and sharing within the District and with District stakeholders. |
| 7. | Serves as multimedia and graphic production consultant. |
| 8. | Collaborates with academic and technology divisions in support of the District's digital platform. |
| 9. | Consults and advises faculty on the use of digital media in the student learning environment and for professional training. |
| 10. | Researches web sites, articles, and distance learning publications to make recommendations to program staff for the addition of new technologies to enhance the teaching and learning process. |
| 11. | Monitor and track deadlines. |
| 12. | Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____