



EMPLOYEE NAME: \_\_\_\_\_

Created: 6/17 Revised: 6/18:8/20

### JOB DESCRIPTION

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| <b>POSITION TITLE:</b> Digital and Multimedia Specialist   | <b>JOB CODE:</b> 445A                                    |
| <b>DIVISION:</b> Academic, Teaching & Learning   | <b>SALARY SCHEDULE:</b> Professional/Supervisory Support |
| <b>DEPARTMENT:</b> Applied Learning and Design   | <b>WORKDAYS:</b> 238                                     |
| <b>REPORTS TO:</b> Supervisor, Digital Transformation  | <b>PAY GRADE:</b> Rank E (NK05)                          |
| <b>FLSA:</b> Exempt  | <b>PAY FREQUENCY:</b> Monthly                            |
| <b>PRIMARY FUNCTION:</b> Collaborates and consults with District and local school staff to enhance teaching and learning through digital and multi-media design and application. |  |

#### REQUIREMENTS:

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| 1. | Educational Level: Bachelor’s degree required  |
| 2. | Certification/License Required: None   |
| 3. | Experience: Multimedia production experience required including graphic design, marketing, video production and editing; minimum 3 years teaching experience preferred |
| 4. | Physical Activities: Routine physical activities that are required to fulfill job responsibilities   |
| 5. | Knowledge, Skills, & Abilities: Written and oral communication   |

*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.  | Assists with the development of a comprehensive District strategy for digital transformation as it applies to teaching and learning.                             |
| 3.  | Leads communication, marketing and branding efforts for the Teaching & Learning Division and works with schools as applicable.                                   |
| 4.  | Generates original video, graphics, courses, materials, presentations and other resources in support of teaching and learning.                                   |
| 5.  | Utilizes digital media software and hardware to produce presentations in support of teaching and learning.   |
| 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. | Maintains Department presence on social media and website with regular updates, and monitors technology to ensure utilization of latest tools.                   |
| 11. | Participates in professional growth to keep abreast of current and emerging instructional technologies that support departmental goals.                          |
| 12. | Performs other duties as assigned by appropriate administrator.  |

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_