JOB DESCRIPTION

POSITION TITLE: Digital Production Coordinator  
JOB CODE: 445C

DIVISION: Academic/Teaching & Learning  
JOB DESCRIPTION: Coordinator

DEPARTMENT: Instruction & Innovative Practice  
SALARY SCHEDULE: Coordinator

REPORTS TO: Supervisor, K-12 Learning Design & Visual Arts  
WORK DAYS: 238

FLSA: Exempt  
PAY GRADE: CC5 (5, 6 or 7)

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:

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:

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 __________________