

Leon County Public Schools
Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Manager, Instructional Television (ITV) Production

Date Prepared: 12/2015

FLSA Status: Exempt

Authorized Location:
District Level Only

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name		
275	Telecast – Planning	Plan the programming schedule and coordinate activities of the telecast department and staff.
274	Telecast – Programming	Develop programs or portions of programs and select programs from outside sources.
273	Telecast – Directing	Coordinate the programming and operation of instructional television.
272	Telecast – Technical	Provide technical support. Operate equipment.
278	Audiovisual Support	Collect, store, and distribute audiovisual equipment, films, filmstrips, and related materials.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
322A	Budget Monitoring	Monitor expenditures and adjust school/department budgets, as needed.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.

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Activity Name (Continued)

277	Audiovisual Development	Design and develop slides, overheads, and/or other audiovisual materials.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	February 24, 2016