

# Leon County Public Schools Classification Specification

Salary Grade 28

## Summary Information:

**Classification Title:** Media Production Specialist                      **Date Prepared:** 04/2003  
**FLSA Status:** Exempt

## 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

277	Audiovisual Development	Design and develop slides, overheads, and/or other audiovisual materials.
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.
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.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
268	Library Support	Assist libraries regarding curriculum, contents, procedures, and/or cataloging.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
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.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.

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## Activity Name (Continued)

002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

## General Classification Specification Factors:

<b>Education/Experience:</b>	A.A. Degree with three years related experience; or Vocational training (720 hours) with four years related experience; or High School diploma or equivalent with five years related experience
<b>Supervisory Responsibility:</b>	Yes
<b>Type of Supervision:</b>	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003