

Oxford SCHOOL DISTRICT



Job Description:	TV Broadcast and Production Teacher	FLSA Status:	Exempt
Department:	Career and Technical Education	Code:	
Location:	Oxford High School	Reports to:	Principal/CTE Director
Position Type:	Full time	Version:	

Description of Position: The teacher is responsible for imparting knowledge and skills to high school students in the field Television Broadcast and Production. The candidate will utilize research and practice-based theories and strategies to teach, organize and implement structured lessons for students desiring to learn about careers in television and digital media.

Essential Duties and Responsibilities

- Apply knowledge of Television/Video filming, editing, and production to instruction of high school students in this career pathway.
- Present live, real-life demonstrations related to Television production and digital media.
- Teach skills related to Television production and digital media to high school students wishing to pursue a career in a media production field.
- Develop a student led TV production team which produces live and record broadcasts and works to become a self-sustaining program through advertising revenue.
- Coordinate student conferences to review students' performance, behavior and other issues.
- Make industry connections promoting service learning, cooperative education, and work-based learning opportunities for the students.
- Administer various types of assessments to monitor student's comprehension of materials.
- Monitor students in the classroom maintaining order and discipline.
- Perform various duties related to managing a classroom and working in a school environment.
- Assist students as an advisor for student organization and participation TV broadcast and digital media competitions.
- Administer and/ or support the state local standardized testing processes and policies.
- Attend faculty meetings and training
- Recognizing and responding appropriately to individual differences in students.
- Develops lesson plans and plans lessons in a logical sequence.
- Collaborate with other educators to create the most complete educational environment possible for students.
- Participate in Professional Learning Communities (PLC).

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- Utilize technology and the devices as a tool in the teaching and learning process.
- Consistently implement approved disciplinary actions to allow for effective instruction and classroom management.
- Relate to parents and other community members in a positive and helpful manner.
- Participate in school and district professional development in order to support school improvement and support student learning.
- Attend staff meetings and serve on committees as required.
- Abide by and enforce rules and regulations as stated in the teacher and student handbook.
- Adhere to policies and procedures established by district, state, and federal guidelines.
- Maintain accurate and complete records.
- Perform other duties as assigned.

Qualifications and Education Requirements

- Preference will be given based upon education attained.
- Must hold or be eligible for a valid Mississippi Class A Career and Technical license. Licensure can be obtained upon hire.
- Two or more years of teaching/work experience in the Television production/Digital media field.
- Experience in live streaming and sports production

Preferred Skills

- Works effectively in groups and becomes a team player.
- Knowledge of current instructional software related to this course.
- Engages and motivates students to do their best.
- Possesses adequate knowledge of their content area(s).
- Has a working understanding of technology.
- Communicates with staff, students, parents and community effectively.
- Takes the initiative to be a continuous learner.

All employees hired by the school district must pass a criminal background and child abuse registry check

Reviewed By:	Dr. Steven Hurdle	Date:	5/2/2022
Approved By:		Date:	
Last Updated By:		Date/Time:	

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions

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of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor. As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.