

**Metropolitan Education District**  
**Video Production Teacher**



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| <b>Location:</b>         | <b>Metropolitan Education District (MetroED)<br/>Silicon Valley Career Technical Education (SVCTE)<br/>760 Hillsdale Avenue, San Jose CA 95136</b> |
| <b>Reports To:</b>       | <b>Director, SVCTE</b>   |
| <b>Classification:</b>   | <b>Contract Teacher, CTA Unit</b>  |
| <b>Date Approved:</b>    | <b>08/84</b>   |
| <b>Dates Revised:</b>    | <b>11/13/13</b>  |
| <b>Position Control:</b> | <b>#141022, Salary Schedule 3, Range 1, Work Year 184 days</b>   |

**POSITION DESCRIPTION:**

Under the direction of the Director of Silicon Valley Career Technical Education Center, and with appropriate support, the teacher is responsible for instruction, training and career preparation that will prepare the student for entry level employment in the Video Production industry. The instructor will be responsible for developing student skills, knowledge and attitudes commensurate with the goals of the program and for effectively using materials and equipment to meet goals. Performs other related work as required. This is an exempt position.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Utilizes a variety of effective and professional teaching techniques and methods, which assist student(s) in attaining the performance objectives of the course
- Prepares and presents a course of study including program objectives, student performance objectives and lesson plans
- Assists in the preparation of the program budget and is responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the program's approved budget
- Develops "in the community" training sites for students including a contractual training agreement between the community agency and the SVCTE Center and a statement of the student performance objectives to be achieved while at the training site
- Makes provisions for immediate supervision of all students while they are at community training sites
- Documents student progress, performance and other related data
- Assists in student placement activities
- Submits all forms and information needed for attendance accounting and grade reporting
- Establishes an advisory committee which will include representatives from related business, industry, labor, professional organizations and other public and/or private agencies providing the same or related training and holds a minimum of one meeting during each school year
- Attends staff meetings and other meetings as required by the Director
- Observes the administrative policies for credentialed personnel as set forth by the Governing Board
- Establishes and maintains safety policies and procedures for classrooms and work sites.
- Be in attendance on site as required

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- TV/Video Productions/Digital Imaging field
- Effective techniques of student supervision, motivation, retention and discipline
- Effective student testing, evaluation methods and techniques
- Curriculum and instructional materials for assigned subject area
- Theatrical hardware and rigging, scenic painting, costuming, lighting principals and applications
- Sound principals and application for the stage, sound equipment, microphones and control stagehand basics and safety
- Script reading and analysis, and stock scenery construction

**Ability to:**

- Teach Video Production/Digital Imaging
- Identify the role of visual and digital arts in history and culture
- Demonstrate and teach computer graphics and digital photography, portfolio presentations, apply Adobe CS6
- Maintain effective discipline and order in a classroom or work site environment
- Establish and maintain effective work relationships in the performance of required duties
- Safely and effectively operate a variety of equipment appropriate for the assigned instructional area
- Perform basic math including calculation of fractions, percentages and/or ratios
- Interpret written procedures
- Write routine documents and speak clearly
- Understand multiple-step instructions
- Effectively communicate both in written form and orally
- Understand and interpret laws and regulations
- Be flexible and open to change
- Prepare daily lesson plans

**MINIMUM QUALIFICATIONS:**

Specific knowledge required to satisfactorily perform the functions of the job include:

- Television, video, DVD, radio and /or other multimedia industries
- Advanced multimedia production utilizing various software programs and graphics
- Web page development and design
- Television and radio program production
- Video and/or DVD production
- Curriculum and instructional practices
- Current industry trends, methodology and practices

**Experience:**

- A minimum of three (3) years of successful teaching experience required, preferably in Career Technical Education and/or Regional Occupational Programs (ROP)
- Experience in a public secondary school setting where utilization of required skills, knowledge, and abilities in performing job-related duties and responsibilities is required
- Desirable: Experience working with industry specific field educational programs, and/or site supervising and managing CTE instructional programs is desired

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**MINIMUM QUALIFICATIONS (continued):**

**Education and Credentials:**

- Possession of a valid California Teaching Credential
- You must provide copies of credentials as required for the position or provide evidence of qualifying for required credentials with your application materials
- Bachelor's degree preferred

**License:**

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

**Expectations:**

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

**PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Employee Signature