



# RIALTO UNIFIED SCHOOL DISTRICT

## TV AND VIDEO PRODUCTION/ DIGITAL DESIGN INSTRUCTOR (ROP)

### Job Description

#### DEFINITION

Working under the direction of the Director, Alternative Education, will be responsible to plan, operate, and evaluate learning activities in the ROP TV & Video Production/Digital Design class. Building upon the fundamentals, this course is designed to give students both classroom theory and hands-on experience in TV & Video Production/Digital Design. Emphasis is placed on effective communication skills, interpersonal skills, personal and professional development, strong academic skills and the use of technology.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide training necessary for entry level employment in the related field.
- Responsible for teaching both single and multiple camera production, video production, imaging, sound and scripting.
- Responsible to teach the students the skills to develop a broad perspective of art, design, communication theory, processes, plus the tools necessary and their application in Multimedia Communications and Design.
- Responsible to teach the principles to projects such as print media publications, digital media and website design.
- Teach the use of technology tools that will allow students to incorporate text, graphic, sounds, animation and video into their projects.
- Maintain records related to student performance and attendance.
- Maintain current information on and awareness of industry standards for subject area.
- Perform related duties as assigned.

#### QUALIFICATIONS

##### Knowledge of

- Correct English usage, spelling, grammar and punctuation.
- Instructional strategies.

##### Ability to

- Communicate effectively, both verbally and in writing.
- Establish and maintain effective relationships with persons contacted in the course of work.
- Prepare reports and maintain records.
- Understand and carry out oral and written instructions.

#### QUALIFICATIONS

##### Credentials and Experience:

- High School Diploma or equivalent.
  - Appropriate Career Technical Education or Designated Subjects Credential or eligibility for appropriate credential.
  - For verification of eligibility, the following must be submitted with the application:
    - Verify three years of work experience directly related to each subject. One year equals 1,000 clock hours.
    - May substitute 48 semester units of postsecondary vocational coursework related to the subject for a maximum of two of the three years of work experience. Additionally, one of the following may be used as one year of work experience toward meeting the three years of required experience:
      - Possession of an advanced industry certificate related to the industry sector to be named on the preliminary credential, as determined by a Commission-approved CTE program sponsor.
      - One year of full-time general education teaching experience providing instructional services in preschool or grades K-12 earned in a public or private school of equivalent status.
- At least one year of the required work experience must be within the last five years or two years within the last ten years immediately preceding the issuance of the credential

## PHYSICAL DEMANDS

### Physical class:

**Moderate lifting** - 40 pounds maximum with occasional lifting and/or carrying objects weighing up to 5 pounds.

### Work area requirements:

Regular classroom, on the playground, parking lot, bus stop areas and possibly field trips. Ability to use common school hand tools, computer, telephone and photocopier machine. Ability to traverse any part of the campus which would include asphalt, sidewalks, grass on playgrounds, and dirt areas. Classroom dimensions are 32 feet long and 20 feet wide.

### Physical requirements:

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours  
Frequently/Medium - 3 to 6 hours  
Constantly/High - 6 to 8 hours

Stooping:	Occasionally	Push/Pull:	Occasionally
Bending:	Occasionally	Carrying:	Frequently
Lifting:	Occasionally	Standing:	0-30 minutes to 1 hour
Reaching:	Occasionally	Kneeling:	Not required
Handling:	Frequently	Sitting:	0 or may sit 60 minutes a day
Crouching:	Occasionally	*Driving:	Must have ability to get to inservices meeting
Grasping:	Frequently	Walking:	Frequently
Fingering:	Occasionally		

***\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.***

### Frequent motion:

Twisting:	Occasionally	Elbow flexion/extension:	Frequently
Wrist flexion:	Occasionally	Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally	Reaching below shoulder level:	Frequently
Reaching to above shoulder level:	Occasionally to put up classroom bulletin boards or decorations		

### Sensory requirements:

Ability to see:	Constantly	Ability to smell:	Constantly
Ability to hear:	Constantly	Ability to touch:	Constantly
Ability to talk:	Constantly		

### Must be able to deal with these environmental considerations:

Odor:	Not required	Heat:	Has own air conditioning/heating may break down
Humidity:	Yes, occasionally	Noise:	Must be able to work around "productive noise"
Moisture:	Not required	Floor may be slippery at times:	Yes, when painting
Fluorescent lights:	Yes, all day long	Working in close quarters with others:	Yes, all day long
Working inside:	95% of the day	Working outside:	5% of the day

### This job requires:

Alertness:	Yes	The use of two hands:	Yes
Attention to detail:	Yes	Recall of names and dates:	Yes
Ability to work in temperatures down to 40 degrees and up to 110 degrees.			

### Ability to deal with psychological factors:

Team work:	Yes	Must keep up with schedule:	High
Frustration:	Medium	Able to work overtime as needed:	High
Repetitive tasks:	Yes	Dealing with angry parents, students:	Yes
Level of responsibility:	High		

### Physiological factors:

Orientation to time, place or person:	Yes	Must maintain a high level of consciousness:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes	Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes		