

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CERTIFICATED POSITION

JCN: 525  
EXEMPT

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### CAREER TECHNICAL EDUCATION INSTRUCTOR – VIDEO PRODUCTION

#### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, provide extensive expertise, instructional support and training related to the multimedia production occupation as part of a program of study based on state adopted Career Technical Education (CTE) standards for the Arts, Media, and Entertainment Industry; work collaboratively with students, parents, support staff, administrators, businesses, agencies and community groups to enhance the training and employment opportunities for students emphasizing academic, social and interpersonal skills related to career direction and vocational training.

#### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

- Assist in student recruitment and promotion.
- Assist in the maintenance of supplies and equipment assigned, including, but not limited to, inventory of supplies and equipment, supervising the use of supplies and equipment; instruction in the proper use of supplies and operation of equipment and the preventative maintenance and repairs of assigned supplies and equipment.
- Collaborate in the planning process for development of, and/or modifications in curriculum as needed.
- Comply with Certificate of Completion and Student Competencies List policy of Regional Occupational Program.
- Develop and implement instructional plans which allow students to meet established standards of student achievement focusing on workplace basic and job specific skills in preparation for career placement.
- Develop and implement lessons focusing on workplace basic skills and job specific skills preparing students for career placement.
- Develop and maintain positive contacts with potential employers to assist with job placement.
- Develop program goals and objectives and derives obtain appropriate methods for translating these into student performance competencies.
- Establish, maintain, and manage standards of student behavior to achieve a functional learning environment conducive to learning.
- Evaluate student academic growth; keep appropriate records on the progress of students toward meeting established standards of achievement and performance.
- Identify student needs and collaborate with teachers, paraeducators, assigned supervisor, site administrator, Designated Instructional Service (DIS) staff, nurse, psychologist, parents and community agencies in assessing and helping students solve health, attitude and learning problems.
- Meet with personnel from business and agency training sites to determine training potential appropriate to the students' interests and competency levels.
- Participate on an Advisory Committee comprised of persons working in related fields of employment to assist in program development in support of the Regional Occupational Program.
- Prepare and maintain a current work schedule which may include, but not be limited to, lesson plans for substitute teachers.
- Prepare, maintain and submit timely and accurate records, report, files and documentation as assigned for each student enrolled, including but not limited to, CASEMIS reports, Medi-

Cal billing, requirements, diagnostic and assessment information, student goals and objective, conference and contact notes from parents and other professionals, student progress records; complete and submit attendance records; prepare county and/or state reports as assigned and/or required.

- Provide group and individual instruction utilizing effective teaching strategies, aids and equipment.
- Provide instructional support and assistance that is realistic in terms of current and future work specification making students competitive in the workforce.
- Provide instructional support and assistance to teachers and students assigned to a designated educational program.
- Teach skills, knowledge, concepts and attitudes in multimedia production utilizing approved coursework and other appropriate learning activities which allows students to meet established standards of achievement.
- Teach a specified Career Technical Education (CTE) class for grades 7 – 12 in technical, trade or vocational courses which are part of a program of study based on state adopted Career Technical Education Standards for the industry sector/career pathway identified.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Adobe Creative Suite 5.5 Production Premium, motion graphics, video production equipment, coding, manual controls; audio capture devices, re-mastering, and output standards; auto-Desk 3D design and animation; different lighting scenarios, safety precautions; editing multi-camera footage; Mac OS operating systems; music production, including terminology, industry standards, and usage laws; proper script writing; video production equipment (sliders, dolly, crane); video production terms and industry standards; Arts, Media, and Entertainment; Instructional methods and techniques.
- Basic record-keeping and filing techniques.
- Behavior management strategies.
- California Career Technical Education Standards.
- Child guidance principles and practices.
- Classroom procedures and appropriate student conduct.
- Conflict resolution.

- Current techniques to maintain a safe environment and provide support for physically or verbally aggressive and/or self-abusive students in a non-harmful manner.
- Current techniques to prevent or intervene appropriately in order to defuse escalating behavior.
- Problems and concerns of students with behavioral challenges and special needs.
- Professional certification/licensure and industry work experience related to subject area being taught.
- Safe practices in classroom and playground activities.
- Subjects taught in county office schools including arithmetic, reading, writing, grammar and spelling.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

#### ABILITY TO:

- Establish appropriate, positive and healthy relationships among youth.
- Intervene appropriately in order to defuse escalating student behavior.
- Maintain a safe environment and provide support for physically or verbally aggressive and/or self-abusive students in a non-harmful manner.
- Maintain a variety of reports and files related to job assignment and/or assigned program
- Meet schedules and deadlines.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Observe health and safety regulations.
- Perform a variety of support activities related to behavior management and classroom instruction of students.
- Provide appropriate, effective and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Provide instruction regarding the major components of video production, 3D graphics and animation, and interactive multimedia production.
- Provide instructional support and assistance to teachers and students as assigned.
- Reinforce instruction to individual or small groups of students as directed by the teacher.
- Understand and follow oral and written instructions.
- Understand and relate to children with high risk and special needs.
- Utilize and integrate technology into the curriculum.
- Collect data, analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Operate a variety of office equipment and classroom equipment, including but not limited to a computer and assigned software applications.
- Perform non-instructional duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.

- Work independently with little direction.

**EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree preferred.

**EXPERIENCE:**

- Three years of work experience directly related to the subject being taught.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Designated Subjects Career Technical Education Credential in Arts, Media and Entertainment *or* Valid California Single Subject Credential in Industrial and Technology Education; English Learner (EL) Authorization.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency within one year of date of hire may be required.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire.
- Valid Non-Violent Crisis Intervention Certificate issued by an authorized agency within one year of date of hire may be required.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

**HAZARDS:**

- Abusive and potentially harmful outbursts from students.
- Abusive and potentially disruptive behavior from students.
- Possible contact with blood and other body fluid(s).

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 14, 2014

Revised Date: April 12, 2018