

**Hernando County School Board  
Florida**

<b>PRODUCTION ASSISTANT</b>
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**Required Qualifications:**

- Minimum of high school diploma or equivalent

**Desired Qualifications:**

- Florida Educator's Certificate
- Knowledge of sound and lighting systems
- Ability to do minor audio/visual sound equipment repairs

**Performance Responsibilities:**

- NOTE – This supplement pertains to the supervision of functions which extend beyond the normal contractual day
- Coordinate all Broadcast Journalism, Sports Journalism, and Television Technology activities with the principal
- Assist in establishing guidelines and criteria for the selection of student staff
- Instruct students in the responsibilities and techniques of professional and quality television and internet productions
- Schedule, coordinate, facilitate and delegate responsibilities to students/staff in outside activities and coverage of all scholastic events
- Guide students through various preparations and performances of daily news and information broadcasts, special projects, videos, website construction and maintenance, including meeting deadlines and working within the budget
- Assist athletic department when sound systems are needed for athletic events
- Supervise stage and technical crew
- Schedule, coordinate, facilitate and delegate responsibilities to students/staff where sound and lighting systems are utilized
- Work with Dramatic and/or Vocal Music Performance Sponsor on performances
- Perform other duties as assigned by the principal and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the principal and/or designee

**Terms of Employment:**

Supplemental Position

**Salary:**

Paid in accordance with the Differentiated Pay for Additional Duty/Supplemental Schedule in the Hernando Classroom Teachers' Association (HCTA) Contract

Board Approved: 01/11/11

Revised: 05/17/11