



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Television Audio Visual Coordinator	Location:	School Site
Reports To:	Principal	Supervises:	None
Classification:	Certified	Status:	Full-time
FLSA Status:	Exempt	Benefit Eligible:	Yes
Work Year:	188 days / 10 months	Salary:	See lhusd.org website

Qualifications

- Valid appropriate Arizona Teacher Certificate
- Evidence of successful teaching experience in the Lake Havasu Public Schools.
- Interest, knowledge, background and/or experience in the telecommunications field.
- Ability to provide leadership and coordination in establishing a telecommunications capability for the Lake Havasu Public Schools.

Function

- To assume major responsibility for designing and implementing educational television programs for airing to the Lake Havasu City Community.

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Responsible for planning and implementing an independent telecommunications capability for the Lake Havasu Unified School District No. 1. Students enrolled in the Electronics Program at the High School shall serve as a core group for production activities.
- Responsible for working closely with a Telecommunications Advisory Committee, comprised of school personnel and community members, for the purpose of optimizing the telecommunications approach for reporting educational activities.
- Responsible for producing a structured plan which would outline the necessary resources, both human and material, for making a school district telecommunications program a reality.

STAFF PERSONNEL

- MEETINGS. Attend staff meetings and district in-service programs.
- COMMITTEES. Serve on committees as requested.
- SCHOOL ACTIVITIES. Responsible for designing and implementing training programs which facilitate the structured involvement of district students in television activities
- SUPERVISION, EVALUATION. Supervise, evaluate, and provide work assignments to assigned educational assistants and/or student teachers.
- TEAM MEMBER. Be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment.

STUDENT PERSONNEL

- EVALUATION. Evaluate and provide individual student progress on regular basis and keep requisite records. Justify promotions, retentions, and special program recommendation.
- HEALTH AND WELFARE. Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self.
- DISCIPLINE. Be responsible for enforcing building approved discipline plan.
- SUPERVISION. Be responsible for the supervision of students at all times.

OPERATIONS

- POLICIES, REGULATIONS. Know and observe Board policies and regulations.
- PUPIL ATTENDANCE, TARDINESS. Keep records of pupil attendance.
- TEACHER ABSENCE. Advise administration in accordance with district policy.
- BOOKS, SUPPLIES. Account for school and district property, as required.
- PHYSICAL PLANT Advise administration immediately of needed repairs, replacements and/or unsafe building conditions.
- COMPLETION OF DAILY DUTIES Remain in school after dismissal of students, as necessary to complete daily duties, attend meetings, hold parent conferences, etc.
- EMERGENCY PROCEDURES. Follow school regulations regarding emergency procedures.
- ATTENDANCE. Report to work daily at times assigned and remain on thru time prescribed in district policy.

FINANCE/BUSINESS MANAGEMENT

- RECOMMENDATIONS. Responsible for submitting and justifying recommendations to Building Principal or designee.



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SCHOOL/COMMUNITY RELATIONS

- Responsible for working closely with local commercial and nonprofit television stations for the purpose of successfully telecasting to the community the story of the Lake Havasu Public School District No. 1.

OTHER

- **HEALTH.** Responsible for performing those duties which protect the health and safety of students and employees.
- **OTHER DUTIES.** Responsible for performing other job-related duties as assigned by the Building Principal/and or Superintendent.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software.
- May require lifting materials and supplies weighing up to 25 pounds.

Other Information:

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.