



**Oxnard Union  
High School District**

District of Scholars, Achievers, Champions

**DISTRICT STATION MANAGER**

Revision Date: 08/24/11

**BRIEF DESCRIPTION OF POSITION:**

Under the supervision of the Assistant Superintendent, Educational Services, the District Station Manager will coordinate efforts to maximize use of the locally provided cable channel. The Station manager will work closely with district and site administrators to facilitate positive public relations through multi-media presentations and public programming aimed at fostering positive community relations.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- a. Monitors program budget and makes purchases supporting program.
- b. Manages, inventories and maintains security of program-related equipment.
- c. Coordinates taping and airing of district board meetings.
- d. Facilitates all multi-media presentations made at board meetings to ensure efficient transition between board agenda items.
- e. Works with district office personnel to plan and develop appropriate programming to be aired on district cable network to include:
  1. Develops program outline for approval.
  2. Coordinates taping and editing processes to develop professional quality video programming for public broadcast.
  3. Develops a weekly programming guide for publication in advance of programming.
  4. Reviews all programs and authorizes airing prior to broadcast.
- f. Coordinates each site's educational information aired on ITV, including site administration, athletic schedules, etc.
- g. Works with site video programs to facilitate efficient use of site-based programming.
- h. Meets regularly with Director-Student Testing and Reporting, Parent Connections, Public Relations to update district administration on program goals and expectations.

**REQUIREMENTS:**

<b>WORK YEAR:</b>	Certificated Teacher Work Year
<b>CREDENTIAL:</b>	Valid California Teaching Credential
<b>EXPERIENCE:</b>	School based video and cable programming desired.
<b>SALARY:</b>	Certificated Teacher Salary Schedule + Level 3 Stipend
<b>BENEFITS:</b>	Medical (employee contribution), 100% dental, vision and life insurance
<b>PHYSICAL</b>	Must be able to bend, stoop, reach lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.
<b>CHARACTERISTICS:</b>	