



## Job Description

**Job Title:** Television Network Specialist

**Supervisor:** Program Administrator I,  
Telecommunications

**Position Code:** 6N25, FN25

**Pay Grade:** 30

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning and supervising the work of electronic signals technicians, telephone maintenance mechanics and audiovisual technicians.

### Essential Duties

1. Responsible for setup and operation of audio-visual support for district-wide meetings and events.
2. Responsible for installation, maintenance, and repair operations for school and building head-end equipment.
3. Responsible for installation, maintenance, and repair operations for classroom and office televisions (until replaced by Smartboards).
4. Procures appropriate equipment and materials.
5. Prepares routine work reports.
6. Maintains and operates testing equipment in the telecommunications center.
7. Monitors equipment issued, and maintains inventories and maintenance records
8. Performs other duties as assigned.
9. Models nondiscriminatory practices in all activities

### Other Duties

1. Performs any other related duties as assigned by the Program Administrator I, Telecommunications or appropriate administrator.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or any equivalent combination of experience and training in television, radio, intercommunication and amplifications equipment and communication equipment. Comprehensive knowledge of the operation and repair of audio-visual equipment. Ability to test and detect breakdowns in audio-visual and other electronic equipment. Ability to read and understand complex electronic equipment, schematic diagrams and instructions regarding the care and use of the audio-visual equipment. Skill in the use of tools and equipment employed in testing and repairing electronic equipment. Ability to design circuits for amplifier systems. Good technical judgment. Must possess valid Virginia Driver's License.

### Working Conditions and Physical Requirements

Must have the ability to stand and sit for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 75 pounds; to bend, stoop and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Program Administrator I, Telecommunications

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Television Network Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator I, Telecommunications or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) Signature Date