



Job Description

Job Title: TV Master Control Operator

Supervisor: Program Administrator I

Pay Grade: 29

Job Classification: Non-Exempt

Contract Length: 245 Days

Job Summary

Position is responsible for monitoring on air and broadcast signals and ensuring the transmission meets government regulations and NNPS-TV's broadcast standards; setting up, scheduling and airing programs and program breaks on the program log; screening media from various sources for broadcast; monitoring and controlling transmitter output; maintaining transmitter logs; assisting with on-air promotion; and operating recording and scheduling hardware and software.

Essential Duties

1. Ensures quality broadcast by monitoring on air and cable broadcast signals.
2. Prepares and schedules educational and information programming for broadcast on NNPS-TV; verifies and ensures copyright compliance.
3. Assist with emergency communications.
4. Researches and selects educational and information programs for broadcast on NNPS-TV.
5. Plans and prepares monthly program guide.
6. Establishes and maintains the media library.
7. Creates DVDs and USBs of educational and informational programming for public purchase; provides duplicating services of such formats.
8. Stays abreast of new technology and trends in broadcasting, digital archives, editing, and hardware; and conducts research on the potential value to NNPS.
9. Assists with office support, as needed.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Program Administrator I or other 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)

Must possess a high school diploma (or GED) with experience in television operations or master control, or any equivalent combination of course work and work experience to provide the necessary knowledge and skills to adequately perform the duties of this position. Knowledge of related hardware and software is required. Must be proficient in Microsoft Office. Outstanding verbal and written communication skills required. Must possess the ability to establish and maintain effective working relationships with school administrators, students, teachers and families. Position requires the ability to research, record and communicate information effectively.

Working Conditions and Physical Requirements

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data using a computer keyboard, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so

that others may understand clearly in normal classrooms and on the telephone; physical ability to lift up to 10 pounds.

Supervision Exercised: None

Supervision Received: Program Administrator I

This job description in no way states or implies that these are the only duties to be performed by this employee. The TV Master Control Operator will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator I 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:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

08/2025