



**Job Title:** Telecommunications Teacher  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 35A, 37A, 38A, 39A  
**Contract Length:** 192 days

### **Job Summary**

Position is responsible for creating a classroom environment that develops skills in the field of Television and Media Production.

### **Essential Duties**

1. Teaches content and skills in Television and Media Production courses, utilizing curriculum designated by Newport News Public Schools.
2. Instructs in all phases of "live" and taped video production, to include scripting, recording, editing, audio, studio lighting, directing, and computer graphics.
3. Instructs in all post-production duties such as non-linear editing, dubbing, creating graphics, and preparing final production versions utilizing various types of editing equipment and software, such as Adobe Photoshop, Adobe Premiere Pro, and others.
4. Oversees the production of both "live" and videotaped features, special programs, awards presentations, and current events within the school.
5. Demonstrates the proper operation and use of video production equipment, to include studio, portable, and shoulder-mounted television cameras, video recorders, and other related production equipment in a studio or on location.
6. Instructs in the proper care and use of video production equipment.
7. Organizes storage areas and controls the use of materials and equipment to prevent loss, damage, injury, etc.
8. Makes minor adjustments to video production equipment and requests repairs as appropriate.
9. Establishes and maintains standards of student behavior for a productive learning environment during class sessions and field trips.
10. Evaluates student growth in the content, prepares report cards, and keeps appropriate records to include attendance reports, checklists, forms, and other recordkeeping activities as necessary.
11. Communicates regularly with parents/guardians regarding student performance.
12. Keeps abreast of developments, research, and new technology in the field of mass communications.
13. Supervises, monitors, and assists students in various after-hour productions.
14. Administers testing in accordance with division testing practices.
15. Models nondiscriminatory practices in all activities.

(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. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal 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 Bachelor's or Master's degree in education or a related field. Must be eligible or possess a Virginia License with the appropriate endorsement to teach Television and Media Production. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

**Working Conditions and Physical Requirements**

Must have the ability to sit and stand for extended periods; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, 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 in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** May include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Principal 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

08/2024 LS