



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: TELEVISION SOCIETY ADVISOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has two years prior experience in television production or as a television production teacher.
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Such other alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: Principal or designee

JOB GOAL: To supervise and coordinate the activities of the Television Society while providing help and support for all participating students to further their learning experiences in television production. Students in the Television Society are afforded the opportunity to work individually and in groups to produce more in-depth shows for the local cable station and for their own demo reels.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Attends the weekly meetings of the Television Society and helps all members achieve their own goals in television production.
 - b. Schedules the monthly formal meeting of the society.
 - c. Oversees the selection of officers for the Television Society.
 - d. Advises officers and members on the conduct of all activities.
 - e. Oversees any financial dealings of the society including the intake of money from fund-raisers, deposits into the Student Activities Fund, check requests, and accounts to the principal for the use of funds.

- f. Makes arrangements for any planned excursions(s) or location shoots of the Television Society including transportation, permission slips and notification of relevant school staff.
- g. Submits budget needs to the principal and orders necessary materials for the society in accordance with established timelines and guidelines.
- h. Screens all requests for the Television Society to produce television shows and segments according to established procedures and guidelines.

2. Student Management

- a. Supervises all students participating in Television Society activities at authorized meetings. Because of the wide-ranging possibilities of activities to be videotaped for the Television Society, in the advisor's absence, the students will be held accountable for their actions to be professional and in accordance with school policies and procedures.
- b. Maintains necessary Television Society roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

3. Professional Development

Keeps up-to-date on current trends in the area of television production and distribution

4. School and Community Relations

- a. Promotes awareness about the Television Society through communications with the principal and other relevant audiences.
- b. Strives to establish a cooperative relationship with members of the school community with the production of television shows for the local cable channel.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the principal and/or superintendent

TERMS OF EMPLOYMENT: Stipend and work-year to be established by the board in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy on evaluation of Schedule "B" Staff and in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: October 10, 2001

“TELEVISION PRODUCTION SOCIETY”

RATIONALE:

The “Television Production Society” is an after-school activity based on interest in television production. Many students are not able to fit more than one course in television production into their schedules but are interested in pursuing this area in greater depth. This activity will allow students to continue to participate in television production without having to take away from their other classes and electives. This club also allows advanced television production students additional time in the studio to produce more technically demanding shows requiring more time than is available during the regularly scheduled classes.

GOALS:

To give students the opportunity to gain further experience in the field of television production.

Accommodate the interests of students who are unable to enroll in additional television production classes because of scheduling limitations.

To give students an opportunity to pursue more individualized production interests and goals with the help of the instructor.

To provide additional lab time for completing advanced shows and productions.

CRITERIA FOR MEMBERSHIP:

The criteria for membership is the completion of the course Introduction to Television Production

The completion of one course in Advanced Television Production or with the instructor's approval.

MEETINGS:

At least one weekly work meeting and one formal meeting a month.