THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Digital Broadcast Engineer
CONTRACT YEAR:	Twelve Months
PAY GRADE:	22
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned associate's degree from an accredited institution in broadcast technology, electronics, computer networking or related field.

EXPERIENCE: Minimum of three (3) years, within the last five (5) years, of experience and/or training in the field related to the performance responsibilities of the position.

MINIMUM QUALIFICATIONS

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program and at least one (1) year of post-secondary training in broadcast engineering and computer networks.

EXPERIENCE: Minimum of five (5) years, within the last seven (7) years, of experience and/or training in the field related to the ~~title~~ performance responsibilities of the position.

ADDITIONAL ~~REQUIREMENTS~~ QUALIFICATIONS:

Preferred experience in broadcast engineering with recent experience in ~~a digital environment~~ multiple digital formats. IT experience related to video distribution and IP networks. ~~Knowledge of analog to digital conversion technology is required.~~ Bilingual skills preferred. ~~Computer skills as required for the position.~~

REPORTS TO: ~~Director/General Manager, Broward Education Communication Network (BECON)~~ Manager II, Engineering

SUPERVISES: None

POSITION GOAL: Provide departmental and district support for a variety of aspects of digital content distribution including broadcast operations and Video on Demand. ~~to transition BECON from analog to digital transmission format and maintain current systems to ensure continued service, as required by the FCC, while performing necessary functions to seamlessly implement new service.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Digital Broadcast Engineer shall:

1. provide support for digital video access through a variety of distribution channels including VOD, streaming, IP and broadcast technologies.
2. maintain the servers and computer network at BECON.
3. maintain operation of the video server system and provide training to other broadcast engineers and traffic specialists using integration software.
4. transfer programming to digital by using the video server system and provide video on demand and digitized programming to all schools and cable partners.
5. remain current on the latest advances for the broadcast and computer networks and digital compression techniques.
6. ~~recommend the best digital equipment to replace the analog equipment in the studio, master control, and telecine.~~
6. maintain control records on in-coming correspondence and action documents to ensure timely reply or action.
7. provide the BECON Engineering Manager ~~and Director, BECON~~ with timely ~~progress~~ reports on ~~analog to digital transition and maintenance of all~~ digital systems.
8. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
9. participate ~~successfully~~ in the training programs offered to ~~increase~~ enhance the individual's skills and proficiency related to the ~~assignments~~ job responsibilities.
10. review current developments, literature and technical sources of information related to job responsibilit~~y~~ies.
11. ensure adherence to good safety procedures.
12. follow Federal and State laws, as well as School Board policies.
13. perform other duties as assigned by the ~~Director, Customer Information Services~~ administrator/supervisor or designee.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 7/15/2003 &
Adopted: 8/19/2003
Board Adopted: 12/16/03

Point Factor Listing (cont.)

Digital Broadcast Engineer
Point Range: 715 - 754

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

	Experience Range - Years		
Education	Up to 3	4-7	8+
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

	*Organization Contact Level			
Required skill level				
A. Moderately important; courtesy/tact	1	2	3	4
B. Important; communicate ideas/lead team	1	2	3	4
C. Very important; influencing others; supervise/manage	1	2	3	4
D. Critical to end result; convincing others; lead/motivate	1	2	3	4

***Definitions**

1 – Immediate workgroup
2 – Outside of immediate workgroup
3 – Assistant/Associate/Deputy Superintendents
4 – Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

A. Follow established routine and well-defined patterns
B. Some analysis; known solutions
C. Apply established principles; determine method
D. Follows broad policies; known objectives
E. Establish policies based on goals/strategies

Position Factor Listing

Digital Broadcast Engineer
Point Range: 715 - 754

4. Decision Making Freedom: Freedom to take action

A. Follows instructions; refer decisions to a higher authority
B. Occasional independent action; interpret practices/procedures
C. Independence within specialty area; report progress
D. Frequent independent action; may impact other areas
E. Regular independent action; follows broad policies

5. Position Impact: Degree of job impact on the District

A. Minor to total organization; moderate to work unit
B. Advisory to work unit; used by others to take action
C. Substantial support, advice, and counsel to work unit
D. Substantial direct impact on unit's results
E. Authoritative to unit/substantial to District

Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
A2	**B3**	**C**	**B**	**C**

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

JOB DESCRIPTION

POSITION TITLE:	Distance Learning Outreach Specialist
CONTRACT YEAR:	Twelve Months
PAY GRADE:	22
BARGAINING UNIT:	BTU-TSP

PREFERRED QUALIFICATIONS

EDUCATION: An earned bachelor's degree from an accredited institution.

EXPERIENCE: Minimum of two (2) years, within the last four (4) years, of experience and/or training in the field related to the performance responsibilities of the position.

~~PREFERRED~~ MINIMUM QUALIFICATIONS

EDUCATION: An earned associate's degree from an accredited institution.

EXPERIENCE: Minimum of ~~three (3)~~ four (4) years, within the last six (6) years, of experience and/or training in the field related to the ~~title~~ performance responsibilities of the position.

ADDITIONAL QUALIFICATIONS
(Preferred & Minimum)

~~A certificate in distance learning administration or applications is required. Combined~~ Experience in distance learning design, implementation, and technology preferred which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities. Bilingual skills preferred. Computer skills ~~as~~ are required for the position.

~~OR~~

~~**EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Education Development (GED)~~

~~Testing Program and a certificate in distance learning administration or applications is required.~~

~~EXPERIENCE:~~ ~~Minimum of five (5) years experience and/or training in the field related to the title of the position.~~

~~ADDITIONAL QUALIFICATIONS~~

~~Combined experience in distance learning design, implementation, and technology required which includes knowledge of and demonstrated skills in the integration of communication technologies used in distance learning; experience in distance learning program development and in working with community resources to coordinate activities. Bilingual skills preferred. Computer skills as required for the position.~~

REPORTS TO: Director/General Manager, Broward Education Communication Network (BECON)

SUPERVISES: No supervisory responsibilities

POSITION GOAL: ~~Assist the BECON Distance Learning Coordinator~~ Tto develop distance learning opportunities beyond the classroom by providing technical assistance and promoting distance learning activities throughout ~~local, state, national, and international communities~~ the District. Enlist the help of community resources and volunteers to participate in distance learning initiatives.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Distance Learning Outreach Specialist shall:

1. create ~~support~~ distance learning special events, community outreach, and international cultural exchange for Broward County Schools.
2. ~~assist in the~~ implement~~ation of an exterior~~ distance learning ~~video communications network~~ experiences for students and teachers.
3. design and implement a distance learning content provider network.
4. ~~demonstrate the performance of the various steps in the cycle of a distance learning project outside of the school district~~ maintain database of distance learning contacts at schools as well as providers.
5. create electronic field trips to support curriculum and District initiatives.
6. research and implement new distance learning technologies.
7. assist in preparing grant proposals to further expand distance learning capabilities.
8. maximize the benefits from the available distance learning technologies by analyzing and solving technical distance learning issues to meet the needs of management.

9. provide site visits and training to schools and community partners for the development and implementation of distance learning projects.
10. ~~maintain information for the acquisition of distance learning equipment and peripherals for the district~~.
11. provide distance learning technical training to district and school based staff.
12. work closely with other departments as it relates to distance learning.
13. serve on the Video Subcommittee of the Technology Standards Committee to ensure that distance learning technologies are compliant with district and industry standards.
14. assist in writing specifications and standards for distance learning equipment.
15. perform and promote all activities in compliance with equal employment and non-discrimination policies of the School Board of Broward County, Florida.
16. participate in the training programs offered to enhance the individual's skills and proficiency related to the job responsibilities.
17. keep informed and updated on all trends in distance learning.
18. review current developments, literature and technical sources of information related to job responsibilities.
19. ensure adherence to good safety procedures.
20. follow Federal and State laws, as well as School Board policies.
21. perform other duties as assigned by administrator/supervisor or designee.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

FLSA OVERTIME CATEGORY:

Job is exempt from the overtime provisions of the Fair Labor Standards Act.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Approved: 8/05/03 &
Adopted: 9/16/03
Board Adopted: 12/16/03

Position Factor Listing

Distance Learning Outreach Specialist
Point Range: 715 - 754

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

	Experience Range - Years		
Education	Up to 3	4-7	8+
A. High School	1	2	3
B. A.A/Vocational training	1	2	3
C. B.S/B.A.	1	2	3
D. M.S/ M.A.	1	2	3
E. MS+ (Sr. Mgmt.)	1	2	3

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

	*Organization Contact Level			
Required skill level				
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D. Follows broad policies; known objectives
E. Establish policies based on goals/strategies

Point Factor Listing (cont.)

Distance Learning Outreach Specialist
Point Range: 715 - 754

4. Decision Making Freedom: Freedom to take action

A. Follows instructions; refer decisions to a higher authority
B. Occasional independent action; interpret practices/procedures
C. Independence within specialty area; report progress
D. Frequent independent action; may impact other areas
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Position Analysis Criteria

1. Knowledge	2. Human Relations Skills	3. Problem Solving	4. Decision Making Freedom	5. Position Impact
B2	**B3**	**C**	**B**	**C**