

Jurisdiction: Oneida County BOCES

Jurisdiction Class: Competitive

Adopted: 10/26/94

COORDINATOR OF TELECONFERENCE NETWORK

DISTINGUISHING FEATURES OF THE CLASS: This position exists at a BOCES, and involves responsibility for the development, design, delivery and evaluation of all aspects of a series of educational interactive video teleconferences which exemplify innovative and effective educational practices, as they relate to school restructuring efforts. These video teleconferences will be broadcast statewide using satellite technology, with special emphasis on accessing downlink sites for Albany, Buffalo, New York City, Rochester and Syracuse. Work is performed under direct supervision of the Director of Program & Professional Development. Direct supervision is exercised over the related work of clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Facilitates production of statewide teleconferences, which includes:

Facilitator identification and training, crew qualification, set design, technical coordination, content research and development, market research and analysis, scheduling and logistics;

Provides marketing and promotion of network services, as well as, individual teleconferences;

Provides production design;

Provides distribution of promotional materials;

Explores and pursues external funding sources to support continuation and expansion of project;

Prepares cost estimates and budget tracking;

Negotiates with vendors and customers;

Facilitates statewide advisory committee, which will assist in topic identification, content integrity, marketing and evaluation;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of production and design of instructional video; thorough knowledge of marketing concepts; thorough knowledge of project scheduling and budgeting; good knowledge of instructional technology as a tool to create and enhance learning opportunities; ability to communicate effectively, both orally and in writing; ability to work well with others and to secure their cooperation; sound judgement; resourcefulness.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in television broadcasting, broadcast management, video production, instructional design or educational communication or a related field, **AND** three (3) years of experience in video project management, which shall have included: producing, directing and delivering video projects, marketing, project estimating, production scheduling and budget management; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree as described in (A) above, **AND** five (5) years of experience as described in (A) above; **OR**
- (C) Graduation from high or possession of a high school equivalency diploma, **AND** seven (7) years of experience as described in (A) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.