



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/18/2024

Videographer

Pay Scale: B

Level: 7

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Superintendent's Office provides leadership and guidance to all school sites and administrative offices throughout the Division. The Office works closely with the School Board to interpret policy, assure compliance, and provide strategic direction to the Division to meet the needs of students, parents, families, employees and community members. Additionally, the Office is home to the Division's internal audit; ombuds; legal counsel; safety and security; strategic planning; and diversity, equity, inclusion, and accessibility operations.

Job Overview

This is a specialized support position for Loudoun County Public School's (LCPS) Educational TV channel. An employee in this class demonstrates an intermediate knowledge and implementation of activities related to the design, creation, development and production of media – video, audio, multimedia, and other forms of digital media.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Works as a member of the LCPS-TV production team
- Meets with client(s) and/or producer to provide input to the assessment of production needs; conducts location scouts; suggests production design and work process
- Transports, sets up, and operates various production equipment including cameras, audio and video recorders, lighting equipment, teleprompter, props, and microphones for location and studio production
- Ensures footage collected meets production standards and equipment is properly secured; completes editing of materials as directed
- Manages LCPS VIMEO online video channel; uploads video footage for weekly posting of online videos
- Responsible for routine maintenance of equipment and reporting equipment defects and/or malfunctions

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Video/Film Production, or related field

Experience

One (1) year of work experience in the Video/Film Production field

Licenses and Certifications

Knowledge, Skills and Abilities

- Working knowledge of personal computers including Microsoft Office suite of applications, Final Cut Studio 7, Adobe Premier Pro CC and After Effects, and Adobe Illustrator
- Maintain effective working relationships with co-workers, and other LCPS departments; demonstrate the professional and personal characteristics necessary for working effectively with school personnel
- Support team decisions and follow through with team responsibilities

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.