



Job Profile

Job Title:	Advanced Media Production Teacher
Department:	Arts
Reports to:	Principal
Date:	6/12/24

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input type="checkbox"/>	Part-time <input checked="" type="checkbox"/>

General Summary

What is the primary purpose of this position?

The St. Francis Catholic High School Advanced Media Production Teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The teacher is a subject matter expert who knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. This position includes oversight of the school production studio, including student use of the studio, whether in class or via after-school club membership. The person in this position will be responsible for engaging students in video productions in support of school initiatives, such as the annual auction, Open House, and other marketing events and fundraisers. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is a part-time position, teaching a single Advanced Media Production class.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Classroom Teaching

- Implement curricula and academic interventions that meet grade-level standards;
- Design and implement assessments that measure students' progress towards grade-level standards;
- Use student assessment data to refine curriculum and inform instructional practices;
- Communicate effectively with students, families, and colleagues;
- Create a positive, achievement-oriented and structured learning environment that excites and invests students;
- Successfully foster and support an inclusive educational environment;
- Collaborate with teachers and leaders to improve instructional, culture-building and leadership skills;



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- Develop lesson plans in accordance with site and Diocesan policy, as well as specific plans for substitutes as necessary;
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by administration;
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate;
- Participate in homeroom, substitution, and supervision duties as assigned;
- Attend and fully engage in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, supervision duties, and school events such as but not limited to Catechetical training, Community Benefit, Back to School Night, Open House, Baccalaureate, Graduation.

Production Studio

- Operate and maintain broadcast equipment
- Review and edit scripts
- Provide student training on all aspects of live TV productions and video productions
- Moderate student club meetings and rehearsals
- Oversee productions that support Advancement and Admissions (at least 3-5 videos per year)

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree in a related discipline required. Single Subject Teaching Credential and/or Master's Degree preferred.

Job experience:

3+ years in media production and/or teaching media production or a related subject at the high school or college level. Experience teaching in Catholic education preferred.

Technical/Functional skills:

- Desire to serve in the vocation of Catholic education
- Ability to teach grade levels 9-12
- Ability to teach media production content, concepts and techniques
- Excellent written and verbal communication skills
- Proficiency in Chromebook usage and applications and in integrating technology into the curriculum
- Understanding of and an ability to implement the State Board Adopted Standards into the curriculum
- Familiarity with Blackmagic cameras and ATEM equipment, cinema cameras, Rodecaster audio production studio equipment and microphones



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- Software experience including Apple computers, MAC software, Canva, Adobe Creative Cloud (After Effects, Lightroom, Photoshop, Premiere Pro, Indesign, Illustrator), Open Broadcast Software (OBS), podcasting, and live streaming through YouTube Live
- Ability to clearly communicate expectations to parents and students
- Ability to communicate to, interact with, and make connections with students in a positive way
- Desire and ability to investigate, learn and implement new ideas about educational methods and ideas
- Ability to maintain confidentiality and professional ethics
- Compliance with guidelines established for safety training
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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