



- A. **JOB TITLE:** Educator/Video Producer  
**FLSA CATEGORY:** NON- EXEMPT  
**DEPARTMENT:** YOUTH AND FAMILY SUPPORT  
**SUPERVISOR:** DIRECTOR OF YOUTH AND FAMILY SUPPORT  
**REGULAR HOURS:** PART TIME

B. **JOB SUMMARY**

The Educator will implement and facilitate JFS' video technology programs at facilities including but not limited to state juvenile justice residential centers and schools, traditional schools and community centers. The course includes workforce readiness skills, media literacy, digital media production and general life skills. Additionally, the educator will facilitate video production when requested. As a component of the Agency's performance and quality program, the education document all interventions and measure outcomes. He/she will also assist in curriculum development, program planning and improvement.

C. **RESPONSIBILITIES**

**Essential:**

- Capacity to teach technological literacy to diversity of populations including high risk and adjudicated youth;
- Knowledge to teach utilization of digital equipment including cameras, editing software, sound equipment;
- Implement and improve curriculum for specialized and general programs;
- Conduct programs and classes utilizing a variety of methods to meet the particular needs of the group requesting the program;
- Establish contacts with media venues, production companies and other arts related organizations to promote creative outlets for participants;
- Produce and edit videos and public service announcements as needed as well as oversee production of student projects;
- Review current literature and media trends to enhance service;
- Evaluate programs to assure that needs of the targeted population are being met ;
- Document program activity into the Agency's management information system;
- Demonstrate awareness and sensitivity to cultural diversity;
- Represent JFS and make program participants aware of other services offered by the Agency.

**Other:**

- Eligible driving record
- Proof of automobile insurance
- Essential Training - additional trainings might be required
  - ✓ Orientation
  - ✓ Cultural Diversity
  - ✓ Confidentiality
  - ✓ Workforce Respect
- Understand and participate in the Agency's Performance and Quality Improvement framework, functions, and activities
- Demonstrate awareness and sensitivity to cultural diversity
- Represent JFS and make program participants aware of other services offered by the Agency
- Perform other duties as assigned

D. **SUPERVISORY RESPONSIBILITIES:** No

E. **ACCESS TO CONFIDENTIAL INFORMATION:** No

F. **EMPLOYEE INTERACTION:** Works with office staff, outside vendors, community

**G. PHYSICAL DEMANDS:** Include walking, standing, sitting

**H. WORKING CONDITIONS:** General office work, sitting

**I. QUALIFICATIONS:**

1. Background and skills in training, program design, and group facilitation
2. Technical knowledge of digital video equipment, audio equipment, digital video editing software
3. Required proficiency in iMovie, Final Cut, GarageBand, ProTools
4. Ability to organize and conduct groups of various sizes and populations
5. Strong oral and written communication skills
6. Strong computer skills
7. Demo reel or equivalent to display past media projects
8. Sensitivity to the service populations' cultural differences and socioeconomic characteristics

**Specific**

1. Bachelor's and/or Master's degree from accredited School of Communications, Education or related field.
2. Additional educational credentials may also be required;  
*Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

**J. PERFORMANCE CRITERIA**

1. **Administration:** Plans, organizes department in efficient manner; current on federal, state and local regulations and standards; knowledgeable of trends; makes sound decisions; demonstrates initiative
2. **Performance and Quality Improvement:** Develops, implements & monitors departmental PQI plans; monitors & assesses departmental outputs; compiles statistical data and reports; achieves outcomes
3. **Financial:** Prepares and administers departmental budgets; meets budgetary expectations
4. **Personnel:** Identifies needs, & strengths of personnel to fulfill departmental expectations; provides or accesses training for personnel; reviews quality of work with staff to promote effectiveness; communicates agency vision, expectations, policies and procedures to staff
5. **Board and Community Relations:** reports are submitted, and presented when requested, to the Board; represents agency within the community
6. **Quantity of Work:** meets productivity standard, completes work in timely manner; strives to increase productivity; works quickly; achieves established goals
7. **Quality of Work:** Demonstrates accuracy and thoroughness; displays commitment to excellence; looks for ways to improve and promote quality; applies feedback to improve performance, monitors work to ensure quality; provides staff with appropriate tools to facilitate services to clients increasing effectiveness and efficiencies; imparts knowledge of resources.
8. **Job Knowledge: Problem Solving:** Competent in required job skills and exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; identifies problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; resolves problems in early stages; works well in group problem solving situations

9. **Communications:** Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods
10. **Initiative:** Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for help when needed
11. **Adaptability:** Adapts to changes in the work environment; manages competing demands; accepts criticism and feedback; changes approach or method to best fit the situation
12. **Planning & Organization:** Prioritizes and uses time efficiently; plans for additional resources; integrates changes smoothly; sets goals and objectives
13. **Cooperation:** Establishes and maintains effective relations; exhibits tact and consideration; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts

**Revised 08/19/2016**