

Job Posting

TENNESSEE SCHOOLS FOR THE DEAF KNOXVILLE

Media Specialist

Position Currently Available

Job Location: TSD is located in Knoxville, TN at 2725 Island Home Blvd. Knoxville, TN 37920

Description: The media specialist will digitize school records transferring from paper copy to digital copy, digitize VHS video tapes to digital files, caption videos following DCMP guidelines, and provide backup and support to the switchboard.

Qualifications:

- High school diploma or higher
- Experience with digitization of file types
- Experience working with telephone switchboards
- American Sign Language (ASL) skills required
- Valid Tennessee Driver's License

Terms of Employment: Full-Time 12 month position

Essential Duties and Responsibilities:

- Digitize school records converting from paper to digital file
- Digitize VHS video tapes and convert to digital file
- Caption videos following DCMP (Described and Captioned Media) guidelines for captioning
- Provide support and back-up to the TSD switchboard

Preferred KSA's

- Knowledge of, or ability and desire to learn proper procedures for digitizing files (paper, video, etc)
- Knowledge of, or ability and desire to learn DCMP captioning guidelines
- Excellent time management and organizational skills are required
- Knowledge of Windows, Mac, and IOS operating systems
- Knowledge of switchboard systems for incoming calls
- Fluent in American Sign Language as evidenced by an Intermediate or above on the Sign Language Proficiency Interview (SLPI)
- The media specialist must be flexible in adapting to the necessary workload of the position based upon needs of the school and as directed by the Technology & Communications Officer

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee School for the Deaf does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

Job Posting**Salary and Benefits**

- State of Tennessee Salary Grade 016, \$1,620 - \$2,590
- Benefits include medical, dental, vision and life insurance, pension, 401(k) match, employee assistance program, personal and sick leave (PTO) and more.

How To Apply Application may be sent to Employment@tsd.k12.tn.us
Or Human Resources - 2725 Island Home Blvd. Knoxville, TN 37920

The applicant selected for this position must complete full background checks including fingerprinting. Background checks will be completed through TBI, FBI, DCS, TN Registry of Sexual Offenders, and TN Registry of Abuse.

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