



Job Description

POSITION TITLE:	Content Creator, Learning Outside the Classroom Enrichment Resources (LOCKER) (TEMPORARY CLASSIFIED)	#4037
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SALARY PLACEMENT:	Short Term Employee Hourly Salary Schedule
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SUMMARY OF POSITION:

Under the direct supervision of the LOCKER Coordinator, the Content Creator is responsible for the development and implementation of LOCKER videos.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Possess experience that demonstrates the ability to increase literacy in our community.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop age appropriate videos designed to help early literacy and continue to build skills such as reading, writing, singing, playing, and creative skills. Ability to create and follow policies and procedures.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Connect students and families with a variety of literacy experiences.
2. Communicate concerns, questions, and needs to LOCKER Coordinator.
3. Other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit or stand for extended periods of time.
2. See and read printed material with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone.
4. Speak so that others may understand at normal levels and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT: Employees in this position might be required to work in an indoor or outdoor environment and come in direct contact with SJCOE staff, district staff, students, and the public. **If you are an SJCOE employee, Content Creator work may not be done during your contract work hours.**