

# TIES Presents

## *School To Apprenticeship Agreement Master Control Operator*

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## School-To-Apprenticeship Agreement

Student Name:	Employer:
Social Security No:	Address:
Address:	City:                      Zip Code:
City:	Telephone:              Fax:
Telephone:	E-mail address:
Home School:	Supervisor/ Mentor:
Program:	Rate of Pay:
Age:              DOB: Grade: 12	Hours:

**All Party Understands;**

- The term of School-to-Apprenticeship placement training agreement is for the current school year ending \_\_\_\_\_. It is the intention of this program that the student will be kept on as an employee, but employment after this date and aspects thereof are between the student and the employer.
- All parties shall consult with the coordinator about concerns before considering termination of this agreement.
- A training plan shall be developed cooperatively between the coordinator and the employer and updated cooperatively as needed.
- Adjustments in employment may be necessary depending upon the student’s progress, economic conditions, changes in company policies, etc.
- This is a training agreement and may be terminated by the coordinator, and the student who may be returned to the classroom situation if the student fails to perform adequately on the job and/ or fails to follow all requirements of this job placement agreement and the coordinator deems it necessary for the student’s continuing education.

**The Student will:**

- Provide adequate and reliable transportation to and from work.
- Maintain attendance and punctuality on the job at all times unless excused by the coordinator. The student must notify the coordinator before an absence, obtain permission for the absence and then notify the employer in advance.
- Maintain good performance and grades in schoolwork and perform all duties (school & job) with honor and integrity and in a manner that will reflect positively on the school, employer and the student.

**The Parent will:**

- Assume responsibility for personal conduct of the student.
- Assume the responsibility for transportation of the student to and from the job site.
- Assure that the student has appropriate apparel for the job site.
- Call the vocational teacher in case of student's illness and insure that the employer has been notified in advance of any absence.
- Encourage and support the student to succeed in this job-training experience.

**The Coordinator & Vocational Teacher will:**

- Provide the related instruction necessary for the student's progress in both school and at the job site.
- Observe student frequently on the job and assist the employer in evaluating the student
- Enforce attendance and disciplinary regulations as per student handbook and supplemental agreements.
- Place students only with those employers who provide employment in accordance with federal, state and local laws and regulations including nondiscrimination of any applicant or employee because of race, color, sex, national origin, or disability.
- Review the training plan progress on a regular basis.
- Verify that the student is proficient in the critical core competencies prior to placement in an approved apprenticeship position.

**The employer will:**

- Affirm that the company is an equal opportunity employer.
- Place student on job in accordance with the agreed upon and **approved training Plan.**
- Give the student adequate orientation for the job site to enable the student to become productive.
- Evaluate the performance of the student regularly and in accordance with the coordinator.
- Cooperate with the coordinator to maintain continued progress of the student on the job.
- Prohibit the student from working if the student did not attend school on that workday and does not have permission of the coordinator.

- Provide the student with the same considerations given other employees regarding safety, health, social security, general working conditions and other regulations.
- Notify the coordinator immediately with any concerns about the student or his/her job site.
- Contact the coordinator immediately if there is any reason that termination is being considered to allow the instructor time to work with the student to correct the problem.
- Pay the student a beginning wage of \$\_\_\_\_\_per hour for\_\_\_\_\_per week.
- Maintain the following work schedule for the student:  
(State beginning and ending time for each day.)

M\_\_\_\_\_ T\_\_\_\_\_ W\_\_\_\_\_ TH\_\_\_\_\_ F\_\_\_\_\_ S\_\_\_\_\_ SU\_\_\_\_\_

**Starting Date:** \_\_\_\_\_

**All parties have read and agree to abide by the above statements.**

**Student:** \_\_\_\_\_ **Parent:** \_\_\_\_\_

**Employer:** \_\_\_\_\_ **Instructor:** \_\_\_\_\_

**Coordinator:** \_\_\_\_\_

**The School-to-Apprenticeship Program is in compliance with Title IX of the Education Amendment of 1976, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973. The School-to-Apprenticeship Program provides equal opportunities to all people without regard to age, gender/sex/disability, marital status, race, color, creed, national origin or religion.**

## School to Apprenticeship Policies

1. Students cannot change sponsors (employers) without the approval of the apprenticeship coordinators and supervisor.
2. If student changes jobs with the coordinators approval, he/she must give employer a two-week notice. Failure to give notice will remove you from the apprenticeship program. This applies to the probation period as well as the accepted work site.
3. If the student misses work or school they must call and notify the apprenticeship coordinator.
4. **No school – No work** unless cleared by the apprenticeship coordinator/program instructor.
5. Be on time and ready to work.
6. Show a positive attitude and interest toward his/her work.
7. Students must keep **accurate work hour reports and turn into apprenticeship** coordinator on time along with their pay stubs or a copy of their stubs.
8. Follow all company and school safety rules.
9. Notify apprenticeship coordinator of any problems or concerns at work.
10. Do not be involved in activities that could lead to suspension from school or being dismissed from work.
11. Students may not have more than two probation contracts written and remain in the program.
12. Student must be willing to commit to 1 to 3 years after graduation to complete program.
13. Treat other employees and equipment with respect.
14. Only work on and with equipment that you have been trained on and approved to be working with.
15. Follow school and work policies and rules.
16. All criteria achieved for eligibility must be maintained during school-to-apprenticeship.

Failure to follow the above policies may result in removal from the School-to-Apprenticeship Program. I have read the above policies and agree to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## **Student Apprenticeship Awareness Contract**

**The guidelines listed below are criteria upon which each student in the Apprenticeship Program must meet in order to qualify for and remain in the program.**

- 1. Attendance-----95% or better (9 days or less with few days Tardy).**
- 2. Grade Point -----2.5 G.P.A. or better and passing all classes.**
- 3. Skill Status-----Must meet minimum skill competencies as established by teachers and industry in each subject area.**
- 4. Transportation----- Must have available, reliable transportation, and a valid drivers license.**
- 5. On track for graduation-----Must have no deficiencies or other hindrances that would prevent receiving high school diploma on schedule.**
- 6. School fees-----Must be paid in full or arrangements made with the Business Office.**
- 7. Parental Approval-----Parent or guardian and student must sign Student Awareness Contract.**
- 8. Willingness to commit-----To a stated time frame after graduation that may involve 1 to 3 years to complete.**

In addition to the above criteria, each student must show a positive attitude and interest toward his or her work. This will be evaluated by the student's job performance, discipline, and attendance record. **Students are not permitted to change employers with the approval of the Apprenticeship Coordinator.** Failure to fulfill any of the above stated conditions will result in removal from the apprenticeship program. The rigor and pace of this program require that the student and parent/guardian must assume the responsibility to meet program and graduation requirements. Students involved in this program should expect to complete approximately 180 hours of classroom related training and up to 1500 hours of on-the-job training after fulfilling the junior year requirements. This will include job shadowing the employer four times during the junior year. Actual on the job hours and 144 related class hours will be credited towards term of apprenticeship training.

# INTENT TO REGISTER AGREEMENT

**The employer agrees to the following specifications relating to the school-to-apprenticeship program:**

1. All apprentice employers must have a copy of their registered standards or sign this agreement indicating their intention to develop a registered apprenticeship program with the assistance of the appropriate Apprenticeship and Training representative.
2. That all students who are placed for training shall be registered and certified as apprentices.
3. The employer agrees to promptly furnish any progress or special reports that may be required within the time period specified.
4. The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under state and federal regulations.
5. When there is a collective bargaining agreement, union and management must be Signatory to the apprenticeship standards and apprenticeship agreement.
6. Students involved in this program should receive approximately 180 hours of Classroom instruction and up to 1500 hours of on-the-job training after fulfilling the first commitment of the program. Actual **on-the-job hours and 144 classroom hours** may be credited towards the term apprenticeship training depending on company policy.

APPROVED BY:

\_\_\_\_\_  
(Name of Sponsor)

BY \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
(School)

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **MASTER CONTROL OPERATOR**

## **Position Summary:**

This full time position is responsible for monitoring and logging outgoing signals and to operate the transmitter. Responsibilities also include videotape operation, master control switching, and audio mixing. Limited set up and maintenance of electronic broadcast equipment in support of the station chief engineer.

## **Major Duties:**

- Running local commercial breaks, local, network and procured programming.  
Rolling tapes and assist in preparation of them.
- Logging times, completing affidavits as required.
- Taking microwave/satellite feeds and monitoring the transmitter.
- Regulate signal strength, clarity, and range of sounds and colors of broadcasts.
- Maintenance of program library and maintenance of all required FCC documentation.

## **General Comments**

This position requires significant knowledge the operation and maintenance of broadcast technical equipment that records and transmits television programs. General knowledge of program sourcing also required.

## **Qualifications**

- Minimum educational requirement-High School diploma, Associated degree or equivalent in Broadcast Engineering preferred.
- Experience with Microsoft Office applications: Publisher, Word, Excel, PowerPoint and Access are helpful.
- Above average written and verbal communication skills required.

- Strong organizational skills and the ability to handle tight deadlines and multitasking are critical competencies necessary for success in this position.
- Must possess quick decision making skills and the ability to maintain proper quality control of video and audio signals.
- Absolute minimum 2 years of full-time professional employment as a master control operator is absolutely mandatory. Experience in broadcast programming acquisition a plus.
- Special skills should be knowledge of broadcast equipment; decision-making ability; quick reflexes; sound judgment.
- Salary Range: \$25,000 to \$40,000+

## **PROGRAM OF CERTIFICATION**

The Certification Program is a service of SBE contributing to the advancement of broadcast engineering for the general benefit of the entire broadcast industry.

While membership in SBE is not a requirement of the Certification Program, because SBE members share in the overhead cost of all SBE Activities, non-member certification fees are higher.

Non-members who certify are eligible to receive membership in SBE Through April 1 of the following year. We hope you take advantage of this proposal. It is our hope that you will like what SBE has to offer and will want to continue your membership and support of your Society.

### **OBJECTIVES OF THE PROGRAM OF CERTIFICATION**

- To raise the status of broadcast engineers by providing standards of professional competence in the practice of broadcast engineering and related technologies.
- To recognize those individuals who, by fulfilling the requirements of knowledge, experience, responsibility and conduct, meet those standards of professional competence.
- To encourage broadcast engineers to continue their professional development.

### **CERTIFICATION ELIGIBILITY**

To be eligible for Certification, you must have a strong interest in the design, operation, maintenance or administration of the day-to-day problems and achievements associated with the operation of a broadcast facility or related technology. You must also meet the specific eligibility requirements of the desired certification level.

## **CERTIFICATION FEES**

Fees to cover administrative costs are non-refundable. “No Shows” will be assessed the same rescheduling fee as “Retakes” for future exams. Check with the SBE National Office for the schedule.

## **CERTIFIED TELEVISION OPERATOR**

Because the **Certified Television Operator** is an operator certification (rather than an engineering certification) it is administered in a unique way, through the study of a certification handbook and completion of a test based on that material.