

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Communications Specialist

IMMEDIATE SUPERVISOR Coordinator of Communications

GENERAL DUTIES

Reflects a specialized combination of strong design, communications, analytical and project management skills. Produces and coordinates publication of District communications in print and electronic formats. Compiles, manages, analyzes and reports data on student transfers to internal and external stakeholders. Assists with management of District website and content. Provides administrative support to Communications Department.

ESSENTIAL REQUIREMENTS

- A. College degree or any combination of education, experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work
- B. Excellent computer and analytic skills, including strong working experience with databases and desktop publishing applications such as Access, Excel, Publisher, InDesign, Photoshop and Illustrator
- C. Experience with, or ability to quickly acquire skills in, web content management applications such as DotNetNuke or Dreamweaver
- D. Experience with eSIS
- E. Excellent oral and written communication skills, including editing and proofreading. Familiarity with Associated Press style
- F. Excellent organizational and project management skills and ability to simultaneously coordinate and complete multiple projects in an organized, process-oriented manner
- G. Excellent interpersonal skills, including ability to work with internal and external stakeholders regarding matters or issues which may be sensitive or confidential in nature
- H. Independent self-starter with ability to work in a high-volume, fast-paced environment
- I. Flexible and adaptable to changing activities, priorities and workloads.
- J. Maintain integrity of confidential information relating to students, staff, and District patrons and operations
- K. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- L. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Coordinates and implements communications, events and other public information program objectives as directed by Coordinator of Communications

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- B. Develops, designs and produces printed and electronic publications using desktop publishing applications, and coordinates with graphic design and printing contractors as needed.
- C. Manages student transfer program and maintains transfer database, including troubleshooting, system analysis and design.
- D. Responsible for computer input, retrieval and reporting of student transfer data, utilizing Access and Excel, compliance with applicable policies and procedures, and maintenance of records and data flow between in- and inter-district staff.
- E. Serves as primary contact for District staff, parents, students and other districts for inquiries related to student transfers.
- F. Facilitates promotion and publicity of District and school events and news, including writing press releases and other media communications.
- G. Assists with daily content update and maintenance of District website including writing feature articles, preparing/retouching photographs for photo block, managing event calendars, posting documents, and general website component updates.
- H. Provides general administrative support to Communications Department, including department purchasing and accounts payable, interdepartmental reports, and compilation of management and school activities calendars.
- I. Serves as primary contact for Communications Department for general inquiries from staff and public.
- J. Cultivates and models a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

Employee Name (print)

Date

Employee Signature

Date

12-Month Office Support Pay Schedule

Pay Grade: J

Last Revised: August 2011