



Job Title: Communications Administrative Assistant

Reports to: Superintendent

Dept./School: Superintendent

Employment Type: Nonexempt

Pay Grade:

Days:

Primary Purpose:

Assist the Superintendent and the Secretary to the Superintendent in ensuring the efficient operation of the superintendent's department and provide clerical services to the Superintendent. Work under general supervision. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

- High School diploma or GED

Special Knowledge/Skills:

- Highly skilled in Microsoft Office, especially Publisher
- Highly skilled in Social media production
- Proficient keyboarding, word processing, and file maintenance skills
- Knowledge of school district organization, operations, and administrative policies
- Excellent organization, communication, and interpersonal skills
- Ability to use personal computer and software to develop spreadsheets, presentations, databases, and word processing

Experience:

- Excellent computer and people skills.

General Employee Requirements:

- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for SHISD students.

Job Specific Requirements:

- Assist with writing copy for brochures and publications produced by public information office.
- Read copy to detect errors in spelling, punctuation, and syntax.
- Assist with production, publication, and distribution of district publications and news releases.
- Transcribe recorded interviews and notes.
- Take photographs for district publications, presentations, and displays.
- Record meetings or programs (both video and audio) throughout the district.
- Greet and provide customer service to all visitors and phone calls.
- Respond to routine inquiries from staff and public; refer appropriate inquiries or problems to the Superintendent office.
- Assist the Secretary to the superintendent with updating Superintendents calendar.
- Maintain websites for District Superintendent office.
- Assist Superintendent with clerical tasks including creating forms, reports, maintaining records and assisting with events as needed.
- Maintain and improve job related skills by attending staff development as approved by Superintendent.
- Assist Superintendent with community newsletters
- Assist with social media postings
- Assist in approval of content and create district content as requested for the district web page.
- Assist Superintendent in public announcements and projects
- Assist Secretary to the Superintendent with board updates and agendas
- Review and distribute physical and electronic mail and community flyers.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Occasional prolonged and irregular hours.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____

Date: _____

Revision Date: 02/20/17