



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

CLASSIFIED JOB POSTING

Permanent, Part-time .5 FTE Communication Specialist for Sisters School District

Posting Date: January 25, 2018

JOB DEFINITION:

The Communication Specialist will lead the District-wide publication and support of all website and social media content. The specialist will provide in-district and public communication content as needed for print and electronic media.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Create and maintain district and school websites.
2. Publish new content on a regular basis.
3. Deliberate planning and goal setting.
4. Development of District goals and vision awareness for online publication.
5. Gather new content from district administration, teaching staff, support personnel and coaches.
6. Ensure that all website content meets state and national accessibility standards.
7. Create and maintain social media sites, including regular content updates and monitoring of postings.
8. Evaluate new website software and social media sites and implement as directed.
9. Train staff and administrators in using website tools to update school, department and athletic information.
10. Attend key District (school and athletic) events as needed.
11. Coordinate and track communication software defects and enhancements/updates with the software vendor.
12. Maintain professional and technical knowledge by participating in professional development activities.
13. Exercise independent judgment in prioritizing trouble calls, setting timelines, and establishing procedures.
14. Perform other work related duties as assigned.
15. Adhere to federal requirements for a drug-free workplace.
16. Potentially produce news releases, create newsletters, and post materials on the SSD webpage and social media platform.

QUALIFICATIONS:

1. Two years of college level course work in written and electronic communications (marketing and advertising is a plus), including related software applications, or one year of college-level course work in the same areas and two years of additional job training or experience. Additional experience may substitute for higher education.
2. Knowledge of K-12 Public Education processes and supporting computer software.
3. Requires working technical knowledge of personal computer operations and software including WordPress, Adobe Photoshop, Google Apps and Microsoft Office applications.
4. Implement effective graphic design and layout in communication platforms, creating and integrating photos, video, audio and other forms of media.
5. Requires excellent communication skills to conduct individual and small group instruction and technical assistance website and social media software.
6. Understand and apply the concept of confidentiality, must have firm sense of professional responsibility, as well as solid organizational skills.

7. Ability to work effectively with administrators, staff and faculty, and comply with school district procedures and policies while working in a positive relationship with all district staff.
8. Excellent oral and written communication skills.
9. Foster a team relationship among coworkers.
10. Must have the ability to work autonomously.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and computer display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Tasks require extreme accuracy and concentration: the employee works with continual interruptions. Must be able to sit for prolonged periods, with attention to detail and with minimal supervision.

Full Job Description available upon request.

Salary: \$15.23 - \$18.77 per hour depending on experience.

Hours: 4 hours per day

Position Closes: Until Filled

Start Date: March 1, 2018

Submission: If you are interested in applying for the Permanent, Part-time Communication Specialist position please send a completed SSD Application, Cover letter, resume and two letters of recommendation to the Human Resource Department at:

**Sisters School District
Attn: Shirleen Cundiff
535 E. Cascade Ave.
Sisters, OR 97759**