



Oroville School District

816 Juniper Street Oroville, WA 98844
509.476.2281 www.oroville.wednet.edu

Communications and Community Engagement Specialist

Department: District

Union Position: No

Reports To: Superintendent

Salary: \$28.91 - \$33.68

Hours/Days: Monday – Friday (12-Month Position)

Benefits: • Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life and long-term disability plans through the School Employees Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS)

Sick, Personal and Vacation Leave, and Employee Assistance Program (EAP)

Job Summary:

The job of Communications and Community Engagement Specialist was established to better promote and nurture student-focused work taking place in the District by publicizing District efforts, successes and program outcomes, coordinating student and family engagement events, and assisting in District Office processes to improve daily PreK-12 operations.

Responsibilities and Duties:

- Collaborates with other personnel for the purpose of preparing and providing a wide variety of information services to keep parents, students, staff, and the public informed of District operations, goals and outcomes.
- Coordinate to ensure that all communications from and about the District align to and with the goals, outcomes and brand-image of the District.
- Composes a variety of written materials for the purpose of documenting activities, distributing and conveying information, highlighting events and providing written reference.
 - Executes the writing, research, interviewing, design, editing, production and distribution of a wide variety of District materials and publications utilizing composition and presentation media for the purpose of promoting achievements and conveying information regarding school and/or district activities.
- Manage District website and social media accounts (develop and nurture as needed), review, edit and update required notices and the promotion of the district.
- Edits printed material from other district personnel for the purpose of ensuring clarity of content, correct usage of grammar, conformity to acceptable styles and relevance with the district's communication plan, core purpose and talking points.
- Coordinates a wide variety of special events for the purpose of ensuring timely and efficient completion of activity/event in accordance with District Vision and Mission.
- Collaborate with administrators to develop and implement the family engagement program according to local, state and federal guidelines.
 - Facilitate Parent Advisory Committee, Parent Teacher Organization meetings. Serve as a liaison between the committee(s) and the school district.

- Provide parent workshops that enhance the parents' capacity to support their children academically.
- Provide the coordination, technical assistance and other support necessary to assist schools in planning and implementing effective family engagement activities to improve student academic achievement and school performance.
- Work in coordination with building administration and staff to oversee and resource enrichment clubs that meet student needs and interests.
- Invest time in working with community organizations to develop productive partnerships that will benefit the student body.
- Process and monitor volunteer background checks.
- Coordinates Enrichment Activities (such as career-based fieldtrips) and ensures the goals and procedures of the enrichment program are appropriately followed as a practice.
- Prepare and process routine and emergent School Messenger notifications.
- Prepare records, agendas, documents for Board meetings. Attend and take minutes for Board meetings.
- Assists in the coordination, planning, organizing, and development of employee related activities for the purpose of ensuring compliance with mandated requirements, improving workplace environment and staff retention and the educational objectives of the District.
- Coordinate and monitor on-boarding and mentor-mentee activities for new staff to ensure training consistency and program/initiative sustainability.
- Process job openings. Review, edit and circulate job positions through the state and region in appropriate venues.
- Assists other district office personnel for the purpose of supporting them in the completion of their work activities.
- Answer and return phone calls, take messages, and route calls to appropriate staff.
- Process Homeschool and Choice paperwork.
- Monitor and update system reports/corrections (i.e. Choice/Homeschool, attendance/enrollment, trainings, Cedars, etc....).
- Monitor and update Jive phone system.
- Process and circulate district mail.

Other Important Skills and Abilities:

- First and Foremost--Demonstrates ethical behavior and confidentiality of information about students and staff in school environments and the community.
- Flexible, use initiative, self-starter, positive attitude, team player.
- Available for day shift during school year and during summer months.
- Supports and implements Oroville School District policies, regulations, procedures and administrative directives; demonstrates loyalty to the District and other administrators.
- Must be able to work well with children.
- Knowledge of inventorying, ordering and storing all types of supplies.
- Ability to use a computer to complete purchase requests and other work related functions.
- Ability to establish and maintain working relationships that foster efficiently and productivity and promotes cooperation with administrators, fellow employees, students, faculty and the public.
- Must maintain neat, clean personal appearance.
- Excellent communication skills with youth and adults.
- Deep reservoir of patience.

- Keeps calm and clear-headed under pressure.
- Knows and practices stress and anger reduction techniques.
- Knows and understands group and individual problem-solving techniques.
- Understands elements of group dynamics.
- True sense of caring for the success and needs of youth.
- Sense of humor, reflective and positive.
- Solution-minded.
- Can balance professional and personal demands and activities on time.
- Adapt to change and remain flexible.
- Ability to work a flexible schedule including work as directed outside of the school calendar.
- Establish and maintain effective, positive working relationships with students, parents or guardians, specialists, staff and administrators.
- Possesses positive interpersonal skills necessary to work with students, parents, staff and community in a positive, effective manner to promote student and program success.
- Proficiency in reading, writing, and oral communications.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Ability to multi-task in an environment with constant interruptions.
- Seeks and takes advantage of opportunities for professional growth.
- Promotes good staff morale and works harmoniously with fellow staff.

PHYSICAL DEMANDS: 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. While performing the duties of this job, The usual and customary methods of performing the job's functions require the following physical demands:

- A. Lifting, carrying, pushing, and/or pulling
- B. Ability to lift 50 lbs.
- C. Significant fine finger dexterity required.
- D. Hours of work are generally 40 during the M – F workweek from 7:30 AM – 4:00 PM.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Washington State Driver's License
2. Knowledge of principles and practices in planning, budgeting and administering a work program
3. Demonstrated skills in appropriate software applications (i.e. MS Word, MS Excel), and ability to learn new software/hardware as needed. Experience in maintenance related software desired.
4. Demonstrated written and verbal communication skills
5. Demonstrated customer service skills (both over the phone and in person)
6. Demonstrated communicator and team player

7. Demonstrated acceptance of diverse cultures and citizen, employee, and student differences
8. Willingness to learn and build upon knowledge base
9. Ability to develop and maintain positive working relationships with district administrators, staff, parents, and community.

ACKNOWLEDGMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

EMPLOYEE

SIGNATURE: _____ DATE: _____

Employee's Printed Name