

Examples of Specific Tasks

Administrative Assistant to the Public Information Director

Below are specific examples of tasks the Administrative Assistant to the Public Information Director will be required to complete. The list below is provided to give applicants a better understanding of the position and does not include all tasks required.

Public relations tasks

- Contact businesses to solicit support for *Teacher Appreciation Week* and *Welcome Back* give-a ways and activities and for *Best Buddy* program
- Talk with parents who have questions or concerns
- Talk with newcomers about our district
- Write drafts of letters

Writing tasks

- Collect and write weekly Great Ideas Tip Sheet and distribute to media and district personnel
- Collect information and write drafts of comments for Board Chair on Trustees Awards
- Collect information and write releases and speeches
- Write drafts of letters and memos

Design tasks

- Collect information and design publications and flyers, including *Learning*, *Course Guide*, *My Favorite Teacher*, *Teacher Appreciation Week* flyer, school handbooks, school supply lists and other flyers
- Create forms for schools and departments
- Design special event items such as invitations, posters, name tags and awards

Clerical tasks

- Organize and maintain public information office files
- Prepare mailings
- Answer office phones/substitute for district receptionist
- Set-up for meetings
- Create and assemble Trustees Awards, Service Awards, Best Buddies
- Copy flyers for distribution to students and schools
- Prepare payroll forms for LearnTV interns and employees
- Create newcomer packets

Bookkeeping tasks

- Assist with creation of/maintain public information office budget
- Enter purchase orders and make sure invoices are paid for public information office, including LearnTV
- Manage payment of the department's credit card