



SPECIALIST, SCHOOL COMMUNITY RELATIONS

Rev. Jan 2026

Job No.: 5620

Reports to: Assistant Director, Community Relations

Dept./Campus: School & Community Services

FLSA Status: Non-exempt

Pay Grade: 506

Term: 226 Days

PRIMARY PURPOSE:

To manage the volunteer management program and e-flyer program, provide customer service to volunteers and campus staff supporting the volunteers. Provide administrative support for community events.

MAJOR RESPONSIBILITIES AND DUTIES

- Provide clerical and administrative support to the Asst. Director of Community Relations.
- Coordinate the district's volunteer program, overseeing day-to-day operations and acting as the central point of contact for volunteer recruitment, approval, training, and ongoing management through an online application and database system.
- Organize volunteer appreciation and training events.
- Manage the day-to-day operations of the district's HEROES mentoring program by connecting and tracking trained mentors with campus mentor coordinators and schedule speakers for coaching opportunities.
- Execute logistics for all meetings/event planning, and bookings for community events; Leadership LISD, PTA meetings, School Dedications and other events as needed from set up to tear down.
- Work cross-functionally with Human Resources to identify staff, order and deliver items for Years or Service / Retiree Recognition
- Support PTA Clothes Closet requests, PTA Reflections building scheduling and any other PTA program requests.
- Approve, distribute and manage the Peachjar e-flyer system.
- Provide professional customer service to administrators, faculty, parents, and students across multiple programs while maintaining confidentiality.
- Demonstrate adaptability and flexibility in responding to changes in techniques, procedures, and work processes.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree required in marketing, communications, business, or related field.
- Experience in event planning, preferably in public education.
- Skill in organization; attention to details; accuracy; problem solving; communication; customer service; and interpersonal relations.

Knowledge/Skills/Abilities:

- Knowledge of general clerical practices; Google Suite, Microsoft software (e.g., Excel, PowerPoint, Cloud Database).
- Skills in organization, written and oral communication; and file maintenance.
- Ability to maintain confidentiality regarding foundation data; pay close attention to details; develop spreadsheets, databases, and perform word processing.

All LISD employees are expected to maintain an extreme degree of confidentiality by following the *Family Educational Rights and Privacy Act (FERPA)* for student information and the *Health Insurance Portability and Accountability Act of 1996 (HIPAA)* for employee and student information.



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Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or the public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.