
Job Title:	Communications Specialist	Exemption Status:	Nonexempt
Reports to:	Chief Communications Officer	Pay/Days:	See Compensation Plan/226 days
Department:	Communications Department	Date Revised:	2026

Primary Purpose

This position is responsible for receiving legal updates, processing public information requests, and providing administrative support to the Chief Communications Officer. This role will perform office administrative duties in the Communications Department, manage the fulfillment of Public Information Requests, and plan special events. Additionally, the position will provide day-to-day communication support and deliver exemplary customer service.

Qualifications

Education/Certification:

Paralegal Certification, preferred

Notary Public Commission, or the ability to obtain one upon hire

Public Information Act and Open Meetings Act Training/Certification, or obtain upon hire

Minimum Experience:

Two (2) years of advanced administrative or executive support experience, preferred

Experience with deadline-based projects

Prior experience supporting an executive office in a public school district, government agency, or similar professional setting

Two (2) years of customer service experience, preferred

Special Knowledge/Skills

Knowledge of school district organization, operation, and administrative duties

Must enjoy school settings and support the value of public education

Strong command of English grammar, spelling, punctuation, and professional writing conventions.

Excellent verbal communication skills, including interpersonal communication and presentations.

Excellent written communication skills, including the development of reports and presentation materials, emphasizing clarity and professionalism

Basic social media skills

Organized, detail-oriented, with the ability to multitask

Ability to read and comprehend instructions, correspondence, and memos

Ability to function productively as a member of a creative team

Ability to meet established deadlines while maintaining attention to detail and accuracy

Ability to exercise discretion and sound judgment when handling sensitive and confidential information

Software Experience:

Google Workspace Products
Microsoft Products, preferred
Canva, preferred

Major Responsibilities and Duties**Administrative Support**

1. Prepare correspondence, forms, manuals, reports, presentations, and other documents for the department assigned.
2. Schedule appointments and maintain the administrator's calendar.
3. Maintain Communication Department's Year at a Glance & RCISD Education Days
4. Manage various department and district calendars to assist with project prioritization and communicate progress to requesters.
5. Set up meetings, including reserving the venue, preparing materials, and arranging for refreshments and catering as needed for the Communications Department.
6. Approval and distribution of Peachjar public flyers.
7. Design and maintain databases, including mailing lists, associations, and organizational lists.
8. Make travel arrangements, including hotel reservations and completing conference registration forms.
9. Manage recurring media (such as the billboard).
10. Monitor social media accounts for accuracy, misconceptions, and comments that require attention or a reply.
11. Answer incoming calls and greet visitors. Relay messages. Respond to routine inquiries from the public and staff, and refer appropriate inquiries or problems to district and/or campus administrators.
12. Manage the department budget. Prepare purchase orders and payment authorizations as directed.
13. Prioritize office morale and teamwork.
14. Be dedicated to creating a welcoming environment.
15. Support department initiatives and project campaigns.
16. Assist in the distribution of materials to the community to reach families and encourage enrollment in the district.

Policy Updates and Compliance Support

17. Receive and process legal policy & legislative updates for Board approval.
18. Receive District subpoenas and business affidavits.
19. Ensure local policy compliance with TASB guidance is properly communicated.
20. Schedule compliance meetings for review and training as necessary.
21. Research the application of new policy and legal regulations.
22. Maintain a timeline of implementation and required follow-up for each year thereafter.

Public Information Request Management

23. Process Public Information Requests
24. Monitor department email for incoming information requests and follow-up. Serve as district contact for Open Records Requests and Public Information Requests and comply with such requests in accordance with state and federal laws.

25. Collect information and prepare draft responses for review by the Chief of Communications.
26. Maintain and follow the RCISD Public Information calendar, updating it annually.
27. Bill for services provided as appropriate, and facilitate payment of the requester to RCISD.
28. Stay up-to-date on changing requirements and legal exemptions.

Other

29. Maintain and retain department records and archives.
30. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
31. Follow district safety protocols and emergency procedures.
32. Behave in a professional and ethical manner at all times when representing the district.
33. Ensure superior customer service.
34. Perform other duties and/or projects as assigned.

Confidentiality and Professional Standards

Maintain strict confidentiality of sensitive district information and protect student and employee privacy. Support district crisis communications and emergency information dissemination as directed.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including computer and peripherals

Posture: Prolonged sitting; frequent standing; kneeling, squatting, bending, stooping, pushing/pulling, and twisting.

Motion: Frequent walking; regular grasping/squeezing wrist flexion/extension, and reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional district-wide travel and regional travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

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.

Reviewed by _____ Date _____

Received by _____ Date _____