

**SNOQUALMIE VALLEY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: **Admin Assistant 2: Communications**
Reports to: **Chief Communications Officer**
Directed by: **Chief Communications Officer**
Work Year: **SVAPA 180 Day**

FLSA Status: **Non-Exempt**
Classification: **Secretarial-SVAPA**
Supervises: **None**
Salary: **As Stated in Schedule**

Position Summary: Working under the direction of the Chief Communications Officer, the Communications Assistant leads effective communication for assigned schools. Working with staff administrators, this individual is responsible for executing family communications, maintaining websites, posting on social media accounts, creating newsletters, taking photographs, monitoring general school email accounts, and marketing.

Qualifications Required:

1. High School Diploma/GED.
2. One or more years of applicable office experience.
3. Proficient in Microsoft Office Suite.
4. Detail oriented; possess strong initiative and excellent organizational skills.
5. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
6. Legally eligible to work for any employer in the United States of America as verified by Form I-9.
7. Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

Qualifications Desired:

1. Previous experience in a public school setting or related learning/development environment.
2. Post-secondary education.

Essential Functions and Responsibilities:

- Writes, edits and proofreads communications.
- Updates school and/or District social media pages, websites and electronic communications.
- Creates and maintains a welcoming and friendly office environment.
- Works as a team member.
- Flexes time as needed to take pictures and gather information at evening events such as curriculum nights or performances.
- Demonstrates professionalism through punctuality and have consistent, reliable attendance.
- Practices professional growth and maintains technical knowledge by attending conferences and trainings.
- Acts as a liaison between staff and building/district administration as appropriate.

- Maintains confidentiality in all areas of communication.
- Actively pursue continuous learning and professional growth.
- Practice professional growth and maintain technical knowledge by attending conferences and trainings.
- Comply with all district policies and procedures.

Nonessential Skills and Experience:

1. Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Success Factors/Job Competencies:

1. Demonstrated ability to meet or exceed the Essential Functions and Responsibilities of this position.
2. Demonstrated ability to accurately enter a variety of data into a computer system, to monitor and track data, to reconcile data, and to identify and correct errors and discrepancies.
3. Demonstrated ability to maintain confidentiality of student data, IEP, and health information per FERPA and HIPAA requirements.
4. Demonstrated ability to effectively establish work priorities, and to make independent decisions.
5. Demonstrated ability to work on multiple tasks simultaneously.
6. Demonstrated ability to work effectively under pressure while maintaining a high level of productivity.
7. Demonstrated ability to interact tactfully and positively with students, staff, and parents and maintain effective working relationships with a variety of people.
8. Demonstrated professionalism through conduct, punctuality, and minimal absences.
9. Demonstrated ability to adapt to a variety of working situations and learn new skills.
10. Demonstrated ability to follow oral and written directions.
11. Demonstrated ability to follow directions, yet exercise independent and appropriate judgment.
12. Demonstrated strong initiative and self-motivation.
13. Demonstrated strong organizational skills and ability to focus on details.

Physical Demands and Work Environment: The physical demands and work environment characteristics 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

Physical Demands - Majority of the time spent in the office, working on the computer and/or on the phone. Remaining time walking around office, assisting visitors; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 20 lbs.

Work Environment - Well lit, carpeted, occasional high noise level when in office

Performance Standards: The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of staff

Approval/Revision Date: December 1, 2022

General: The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.