

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Administrative Support and Communications

JOB SUMMARY: Supports the effective and efficient operations of the district office, community education and operations departments by assisting students, parents, community members and staff.

REPORTS TO: Superintendent

LOCATION: District Office

MAJOR JOB DUTIES:

1. Community Education

- a. Work to accomplish the district mission and focus on achieving the district goals while promoting a positive image of the Foley Public Schools and Community Education programs internally and externally.
- b. Design, layout and production of the Community Education brochure quarterly with input from Community Education Coordinator.
 - i. Communicate with printer for distribution of brochure.
 - ii. Advertise upcoming brochure dates to make the community aware.
- c. Create original photos of community events and maintain for future use.
- d. Enter registration payments from participants.
- e. Verify free and reduced lunch discounts.
- f. Answer incoming phones.
- g. Cancel and refund participants when necessary.
- h. Communicate class cancellations or updates, and other work as needed to support Community Education programs.
- i. Coordinate UCARE billing and reimbursement monthly.
- j. Prepare deposits weekly.
- k. Run receivables monthly and send out notices of amounts due.
- l. Assist with facility scheduling
- m. Run facility billing monthly.
- n. Create requisitions for approval as needed.
- o. Prepare purchase orders from approved requisitions as needed.
- p. Communicate weekly Community Education schedule to building secretaries to make them aware of what classes are taking place in their buildings.
- q. Meet with Community Education Coordinator weekly to create marketing schedule.
- r. Design and layout flyers to advertise upcoming classes and distribute to specific grade levels and Social Media according to marketing schedule.
- s. Maintain Community Education Website
- t. Community Education Advisory Council Member; Maintain and distribute quarterly meeting notes.
- u. Constant Contact
 - i. Create Constant Contact newsletter bi-monthly
 - ii. Monitor insights to determine reach of newsletter
 - iii. Monitor active contacts

- iv. Create surveys to determine reach and interest
- 2. Troubleshoot the RSchool lunch system.
- 3. District Newsletter
 - a. Coordinate production of annual District Newsletter
 - i. Set deadlines with department heads to receive articles in a timely manner.
 - ii. Receive and create a layout of District Newsletter articles from each department head.
 - iii. Coordinate with printer the production and mass distribution of the District Newsletter.
- 4. Social Media Administrator
 - a. Coordinate weekly meetings with Social Media team.
 - b. Prepare and schedule Facebook posts that will draw attention to the school district in a positive, informative manner with Social Media team members.
 - c. Design and prepare postings (monthly, weekly, daily).
 - d. Monitor Social Media account daily.
 - e. Respond to messages from community promptly.
 - f. Meet with Superintendent to discuss concerns or issues as they come up.
 - g. Take pictures of events for posts.
 - h. Assist with Twitter and Pinterest.
- 5. Worker's Compensation Coordinator
 - a. Coordinate procedure of First Report of Injury with department heads.
 - b. Receive reports of injury from department heads as necessary.
 - c. Prepare report of injury.
 - d. Submit report of injury to our insurance company.
 - e. Take calls and questions from insurance company regarding injury.
 - f. Communicate with Payroll as necessary.
 - g. Prepare OSHA 300 Report quarterly for Health & Safety meetings.
 - h. Prepare OSHA 300 End of the Year Report.
- 6. Health & Safety Committee Member
- 7. Other duties as assigned.

Qualifications including Education/Skills/Training Required:

- 1. Knowledge of and commitment to the mission and beliefs of the district.
- 2. Prior Community Education experience preferred.
- 3. High level of writing with a strong command of grammar and sentence structure, speaking, listening and conflict resolution skills.
- 4. Strong technology skills including proficient use of social media tools, databases, and software applications.
- 5. A strong work ethic with high initiative, excellent organizational abilities, capable of strategic thinking and working independently, willingness and ability to work a flexible work schedule, and willingness to further education.

Physical Demands of the Position:

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 employee is regularly required to talk or hear. The employee frequently is required to sit. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach, push or pull with hands and arms to manipulate objects, tools or controls; climb or balance; bend, stoop, kneel, squat or crouch; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and up to 25 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

Bargaining Unit: Individual Contract

Approved by Foley School Board on December 14, 2015