



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Communications & Engagement Specialist/Spirit Shop Clerk

**WAGE/HOUR STATUS:** Nonexempt

**NUMBER OF DAYS:** 227

**REPORTS TO:** Executive Director of Communications & Comm Relations

**DATE REVISED:** 12/06

### **PRIMARY PURPOSE:**

- The Communications & Engagement Specialist oversees each aspect of community involvement and development for Flour Bluff ISD to increase the visibility of the district and its accomplishments. The Communications & Engagement Specialist will assist the Executive Director of Communications and Public Relations and the department in several areas. The coordinator will also oversee the Hornet Spirit Shop.

### **QUALIFICATIONS:**

#### **Minimum Education/Certification:**

- High School Diploma or G.E.D.
- Valid Texas commercial driver's license with passenger endorsement.

#### **Special Knowledge Skills:**

- Computer literacy required. Knowledge of spreadsheet, word processing software, and graphic design is a must. Able to help assist the print shop equipment to copy, collate, fold, staple, bind, laminate, cut and drill.

#### **Minimum Experience:**

- 1-year full-time work related to print shop field with computer skills and printing equipment.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Develop relationships with community members for community partnership opportunities.
2. Work closely with the Executive Director on monitoring and posting on all social media platforms.
3. Plan and coordinate community events at Town Square.
4. Helps assist in the printshop as needed.
5. Develop and create opportunities for the Wellness program for FBISD staff.
6. Help to create and get out district newsletter.
7. Coordinate appearances or recognitions for monthly board meetings.
8. Work with Executive Director in attending or assisting with community events.
9. Working with department photographer to take photos or video for District events.
10. Work with the PIO office to help with events such as awards ceremonies, graduations, etc.
11. Maintain and oversee operations of the Hornet Spirit Shop.
12. Oversee all billing and orders of the Hornet Spirit Shop.
13. Work closely with Executive Director for the 18 + Program students as mentors and help plan their weekly tasks as the Spirit Shop.
14. Reviews work orders and requisitions daily to prioritize deadline assignments.
15. Is punctual in all aspects of work activities.
16. Adheres to department dress code and uniform code.
17. Complies with policies and procedures as outlined in employee handbook and addendum.
18. Adheres to proper channels when communicating ideas, problems, etc.
19. Maintains a clean, safe and organized working area.
20. Maintains good attitude in difficult situations.
21. Maintains good working communications with co-workers and other staff members.
22. Maintains a pleasant and professional working environment.
23. Understand and assist with budgeting needs.
24. Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including personal computer and peripherals; standard instructional equipment

#### **Posture:**

Prolonged sitting and standing; occasional bending/stooping, pushing/pulling, and twisting

**Motion:**

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:**

Occasional light lifting and carrying (less than 15 pounds)

**Environment:**

Frequent districtwide travel

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**