

**Classified Personnel
Job Description**

POSITION TITLE: Communications Liaison

QUALIFICATIONS: Shall have the ability to communicate with the public and staff
Shall have working knowledge of office machines.
Shall be computer literate and have working knowledge of office productivity packages
Shall communicate effectively both orally and in writing
Shall have a high school diploma or GED; college degree preferred

PHYSICAL REQUIREMENTS: Shall have the ability to lift, stoop, push, pull, climb, drive, any and all body movements as related to the job description.

RESPONSIBLE TO: Superintendent

GENERAL DUTIES: Shall accept a leadership role in areas of responsibility
Shall maintain acceptable appearance
Shall demonstrate knowledge of job
Shall perform assigned tasks at an acceptable level
Shall illustrate initiative and enthusiasm
Shall have acceptable work relations with fellow employees
Shall use discretion when dealing with the public
Shall react positively to directives
Shall carry out assignments in a timely manner without undue checking
Shall adhere to time schedules as set forth
Shall have a willingness to cooperate with staff
Shall adhere to School Board of Education Policies and Procedures

SPECIFIC DUTIES: Shall coordinate a monthly district newsletter, packets for realtors and new families and district brochures
Shall perform any other duties as assigned by Superintendent

DAYS OF EMPLOYMENT: Part-Time

SALARY: Commensurate with Ashland Independent Districtwide Extra Duty Stipend List

2/25/2019