

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 3.07**

**Position Title:** School/Community Relations Assistant  
**Reports To:** Director of School/Community Relations

**SUMMARY**

Assists the Board of Education and the Superintendent in the coordination of all aspects of School/Community Relations.

**QUALIFICATIONS/REQUIREMENTS**

The School/Community Relations Assistant shall have earned a high school diploma or its equivalent; possess an extensive working knowledge of personal computer operations in word processing, and other software packages, including Excel and Photoshop; photography skills, knowledge of and familiarity with the use of social media and AP Style; and display a high degree of independent initiative and communication. Must possess strong editing and writing skills. Experience in public relations and school operations and a Bachelor's degree preferred.

**ESSENTIAL JOB DUTIES**

- Assists in preparing news releases to the media and for special publications;
- Takes photographs or video at District activities for publication and/or production;
- Assists with generating and managing story ideas;
- Assists in maintaining the District website;
- Assists in coordinating special events, including, but not limited to Operation Warm, Operation Backpack, Holiday Assistance, District Awards Banquet & Annual Back To School Fair, news conferences, groundbreakings, etc.;
- Assists in implementing special programs (e.g., United Way Campaign, Arts in Education Campaign, and Volunteer Program);
- Participates and assists with District tax levy and bond issue campaigns;
- Attends all meetings relevant to this position or as identified by the Superintendent of Schools (e.g., Board of Education meetings, administrator meetings, personnel meetings, conferences and seminars);
- Maintain and update District news on Facebook;
- Maintains electronic employee Bulletin Board with employee discounts, continuing education and events;
- Provides information on the School District and its activities to the public and media;
- Maintains the District calendar and serves as a clearinghouse for all school-sponsored activities;
- Writes and proofreads correspondence, forms, notices, news releases, newsletters and other District publications;
- Demonstrates initiative and independent judgment in establishing professional office routines;

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- Assumes responsibility for a wide variety of management tasks associated with Central Office operations;
- Organizes and maintains appropriate filing systems related to school and community relations;
- Assists the designated administrator in financial management of the office;
- Acts as receptionist in answering telephone and greeting visitors as well as serves as a reserve replacement for the District receptionist.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as assigned by the Superintendent.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The individual currently holding this position performs the additional duties and responsibilities listed and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

This position shall be employed on a twelve-month basis. Salary for the position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of support services personnel.