Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Communications Specialist**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS50H**
Prepared/Revised Date:	**October 1, 2026**	Job Code:	**35304**

SUMMARY: Responsible for supporting the timely and accurate administration of a broad range of communications activities. Work with internal and external stakeholders and perform functions essential to the department's success.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Provide administrative support to the executive director of Communications and the Communications department. This includes scheduling meetings; taking select meeting minutes; collaborating and maintaining department policies and guidelines; coordinating information gathering from other departments to support communications efforts and projects; support internal and external distribution of communications materials (e.g. copies of district communications, toolkits, printed materials, etc.).
2. Act as the department's primary subject matter expert and "super user" of the district's mass-notification messaging system to schedule and send department-prepared emails, robocalls, text/SMS messages, app notifications, and webpage pops. Support all district users of the system and serve as primary trainer and customer service resource. Work with IT to troubleshoot issues. This may require some after-hours or weekend support, if necessary. Assist with any website updates, as needed. Serves on communications district crisis response team.
3. Provide timely, high-quality customer service through response to phone calls and emails that are sent to the main district email address (info@psdschools.org) and the executive director of Communications. Serve as the department moderator of the psdstaff@psdschools.org inbox, following guidelines to approve emails to be sent to all PSD staff. Moderator of flyers@psdschools.org to approve flyers and create the flyer packets and other inboxes as assigned. Assist with updating contact lists for departments within the district.
4. Coordinate translation of district communications (emails/robocalls/text SMS notifications/newsletter blurbs/fliers/posters, etc.).
5. Coordination of staff and student recognitions, including but not limited to overall district awards and the Board of Education recognitions. Coordinate large district events, including graduation coordination with the Assistant Superintendent's Office. Coordinate any marketing needs for the district including contacting vendors and contracting. Coordinate district marketing presence at community events.

6. Attend work and arrive in a timely manner. Support Board of Education as needed and serve as Assistant Secretary.
7. Place orders for the department. Code and process invoices for payment. Process restricted checks for the department. Support the Finance Department with reconciliation of department budgets and P-Cards monthly. Make budget transfers as needed. Create and manage work orders. Obtain quotes when needed for department purchases. Manage department purchase requests and purchase orders. Track and process vendor renewals for department purchase orders. Support the executive director of Communications with management of department contracts.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in data processing, accounting, bookkeeping, business administration or related field required
- At least one year and up to and including two years of experience working in an administrative support role preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Effective communication skills
- English language skills; Spanish-speaking/bilingual preferred
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Strong skills in Microsoft including Word, Excel, PowerPoint, Outlook and in Adobe Acrobat
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Executive Director Communications	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	X
Close vision (clear vision at 20 inches or less)	
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	