



Job Title: **Communications Assistant/District Historian Level 1 & 2**

Department: **External Relations**

Supervisor: **Director of External Relations**

Lane Placement: **ESP 10-11**

Schedule: **Hours 20-28 week / 206 days**

Evaluation Group: **JCES 10**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the External Relations Director, the Communications Assistant/District Historian is responsible to assist with events, writing, editing, responds to emails, letters and other issues directed towards the District and assist with communications for the Board of Education, as well as organizing, writing and keeping up to date a Canyons District History. This position must use creative, relevant, engaging, writing techniques to provide response to concerns, questions and other District related publications. Additional duties include; dictation, screening telephone calls, office management, appointments, travel reservations, and event assistance.

## **ESSENTIAL FUNCTIONS**

- Writing and editing articles, communication and projects as directed by the External Affairs Director.
- Documenting the history of Canyons District, including interviewing select people.
- Writing and keeping up to date a Canyons District History.
- Responsible for providing excellent customer service to district staff, schools and the Canyons School District patrons.
- Replies in a timely manner to phone, written and in-person requests for information.
- Maintains confidential information both written and oral.
- Acts as an information resource for District Administrators, Directors, Consultants, Coordinators, Employees, Parents, School Board members and the Public.
- Create correspondence directed towards elected politicians, patrons, community leaders, District staff, School Board members and other influential groups or agencies.
- Assists with department event coordination: supplies, organization, and related logistics.
- Assist with updating social media platforms.
- Assist the Board President, Board Leadership, Board Members and other district personnel in drafting, editing and responding to correspondence.
- Assist with volunteer approvals.
- Assist with District events.
- May take dictation and transcribe letters and memoranda.
- May type policies for School Board approval.
- May take or type minutes from high-level District meetings.
- Arranges travel reservations, itineraries, registration expenses and other details for conferences and conventions.
- Other general office tasks (e.g. filing, processing data, completing requisitions, reporting department payroll information and/or department expenditure reports).
- Orders departmental materials and supplies.
- Provide excellent customer service to anyone interacting with department.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

## **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Successful and relevant prior District work experience is preferred.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. explaining policies, giving directions, coordinating).
- Requires advanced skill in working well with others. Must respond to situations that are mostly unstructured and involve people highly placed in organization.
- Social media and web content experience preferred.
- Requires computer skills including word processing, spreadsheets and presentation software.
- Requires well-developed skills in grammar, spelling, letter construction and general communication.
- Requires strong organizational skills.
- Requires good interpersonal skills. Interacts with District Administrators, vendors, School Board members, State Office of Education personnel, attorneys, patrons, legislators, District-wide personnel, business services, Foundation Board members and the public.
- Requires ability to have personal and professional relationships with Board of Education members, administrators, community leaders and the public.
- Lane 10
  - Requires a Bachelor's degree from an accredited institution of higher education.
  - Requires five years of training in professional writing, editing and creating professional copy.
- Lane 11
  - Requires a Master's degree in relevant field from an accredited institution of higher education and all requirements for lane 10.
- Required to drive to various locations for events and meetings.
- Requires valid Utah driver license and clean driving record.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

## **PHYSICAL REQUIREMENTS---Not limited to the following:**

- Agility and Physical Movement
  - Frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch.
  - Occasionally required to use hands to handle or feel.
  - Frequently lift and/or move up to 10 pounds or more and occasionally lift and/or move up to 20 pounds.
  - Move around throughout work various environments.
  - May occasionally work in temperatures above 100 degrees and below 32 degrees.

- May occasionally walk on slippery or uneven surfaces.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all District policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA X \_\_\_\_\_

HR X \_\_\_\_\_

Effective date: \_\_\_\_\_ 6/8/2020 \_\_\_\_\_