

SCHOOL BOARD OF SAINT LUCIE COUNTY JOB DESCRIPTION

Position No.	<u>61110</u>	Length of Work Year	<u>12 Months</u>
Salary Schedule	<u>2VO</u>	Date Approved	<u>5/13/03</u>
FLSA	<u>Exempt</u>	Date Revised	<u>2/11/05</u>

JOB TITLE	DEPARTMENT	REPORTS TO
Parent Information Specialist (Grant Funded)	Student Assignment	Director of Student Assignment

JOB GOAL

To increase parental/public awareness of school choice options and procedures.

QUALIFICATIONS

1. Bachelor's degree in education or communications.
 2. Demonstrated ability to deal with the public.
 3. Ability to perform the essential functions of the position.
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DUTIES AND RESPONSIBILITIES:

- *1. To assist the Director of Student Assignment with school choice mentor activities.
 - *2. To assist with student choice enrollment during peak times.
 - *3. To assist the Director of Student Assignment to develop a media plan for choice periods and coordinates all publicity and advertising in coordination with the district communications office.
 - *4. To assist the Director of Student Assignment schedule and facilitate the student assignment appeals committee meetings and notifies parents of decisions of the committee.
 - *5. To handle distribution of relocation packets.
 - *6. To assist the Director of Student Assignment with external communication as related to School Choice.
 - *7. To monitor and write copy for updates to the district website.
 - *8. To work with the district communications office to schedule press conferences and send media notifications as related to the school choice program and student assignment.
 - *9. To perform assigned tasks in a timely and efficient manner.
 10. To perform assigned tasks with a high standard of quality.
 11. To perform other related duties as assigned by the Director of Student Assignment.
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*Essential Job Functions