



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE: Technology Communication and Training Specialist

F.L.S.A. Non-Exempt

QUALIFICATIONS:

- Bachelor's degree in communication, public relations, journalism or related field preferred
- 2-3 years marketing and/or digital communications experience preferred
- 1-2 years training experience preferred
- Exceptional verbal and written communication skills
- Excellent customer service skills
- Strong command of Adobe products
- Creative ability to break down complex topics to make them entertaining and simple to understand
- Willingness and ability to accept new challenges and manage multiple projects at a time
- Exceptional eye for detail and consistency
- Organized self-starter; completes work with minimal supervision
- Ability to lift 40 lbs. to a height of 4 feet

REPORTS TO: Manager of Communication and Training

TERMS OF EMPLOYMENT: Twelve month (261 days) employment with benefits provided according to Support Staff Agreement.

PRIMARY LOCATION: District Office, Department of Technology

SHIFT TYPE: Full-Time

PERFORMANCE RESPONSIBILITIES:

1. Assist in the creation of district level internal and external communications
2. Assist with the continuous gathering of information and ideas for communication program development
3. Track and maintain metrics of all communication deliverables, assess effectiveness and provide recommendations for improvement
4. Maintain digital communications on multiple social media platforms
5. Write, produce, film and edit videos supporting end-users' use of district technology resources.

6. Research, draft, revise and publish technical documentation supporting end-users' use of district technology resources.
7. Support continued development of the Department of Technology's Communication Plan
8. Support continued development of the Department of Technology's Training Plan
9. Develop individual communication plans for project implementation or product enhancement
10. Assist in developing training programs based on district requests and annual needs assessments
11. Use appropriate technologies and adult learning techniques to design and facilitate various courses and training interventions for district personnel and patrons

OTHER PERFORMANCE RESPONSIBILITIES:

1. Attend meetings and training as required.
2. Other duties as assigned.