

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|------------------------|------------------------|---------------------|
| TITLE: | Publications Assistant | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Institute for Learning | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 029 OTBS |
| REVISED: | March 28,2003 | | |

BASIC FUNCTION:

Assist in the preparation and dissemination of publications and materials and in the coordination of publicity and information for designated programs of special projects.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan and develop layout for news releases, newsletters, course descriptions, photographs, and other publications, speeches, and publicity to provide information on program activities. **E**

Coordinate release of information to mass media with the Public Information Office. **E**

Maintain files on publications and instructional materials. **E**

Contact school and central office administrators, teachers, curriculum personnel, parents, pupils, and the business community to exchange information. **E**

Arrange for classroom visits with other school districts involved in special program activities. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of full-time or equivalent part-time, paid experience in journalism, telecommunications, public information, or other related fields.

LICENSES AND OTHER REQUIREMENTS:

Ability to type at a moderate rate of speed is desirable but not required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Layout and other publications techniques.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:

Communicate effectively orally and in writing.
Edit and write effectively.
Operate standard office equipment including microcomputers and related software applications
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, write, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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