

# School Board Staff Aide



<b>Job Code</b> <b>21052</b>	<b>FLSA Status</b> <b>Exempt</b>	<b>Job Family</b> <b>Operations, Research and Strategic Planning</b>
<b>Schedule/Grade</b> <b>Unified Scale-Schedule B/Grade 003</b>	<b>Work Schedule</b> <b>260-day</b>	<b>Department/Office</b> <b>School Board Office</b>
<b>Reports To</b> <b>School Board Member</b>	<b>Supervises</b> <b>No direct reports</b>	<b>Date Established</b> <b>September 2020</b>
<b>Last Revised</b>	<b>Pay Schedule</b> <b>Monthly</b>	

## SUMMARY

Performs the full range of professional and administrative duties required to support activities, projects, and initiatives related to the School Board; serves as a liaison on behalf of individual Board members in communications between constituents, community organizations, Division leadership and staff, and varied elected officials.

## MAJOR DUTIES/ESSENTIAL FUNCTIONS

1. Performs confidential, highly responsible and complex functions in support of a School Board member.
2. Researches, analyzes, and informs on issues brought to the Board member's office, in line with regulations, policies, and procedures.
3. Compiles, reviews, and creates reports, and correspondence, prioritizing matters of interest.
4. Researches and develops special projects.
5. Researches and interprets regulations and procedures.
6. Facilitates focus groups to gather data for research.
7. Provides written recommendations based on analysis, or position papers as required.
8. Keeps Board member abreast of news, updates, and trends related to public education; legislative agendas; and local/state/federal regulations/laws.
9. Provides technical assistance to Board member as needed.
10. Performs administrative functions including, but not limited to, screening and reviewing needs of all incoming correspondence/calls/visitors; proofreading outgoing documents; maintaining Board member's calendar; and making travel arrangements.
11. Collaborates and promotes engagement to progress the School Board's work.
12. Communicates with constituents and organizations; provides oversight and maintenance to Board member's FCPS communication vehicles, including social media, websites and newsletters.
13. Assists in preparing for and attends assigned meetings of the School Board and family/community organizations.
14. Works a schedule that may vary weekly depending on needs of the Board member.
15. Performs related duties as required or assigned.

## **SUPERVISION RECEIVED OR GIVEN**

### **SUPERVISION GIVEN OR RECEIVED**

Receives general supervision from a School Board member. May provide guidance and assistance to full-, part-time, and/or hourly employees, as assigned.

## **QUALIFICATIONS**

### **EDUCATION-REQUIRED**

- Any combination of education and experience equivalent to a bachelor's degree in political science, journalism, communications, public administration, or relevant field.

### **EDUCATION-PREFERRED**

- Bachelor's degree.

### **PROFESSIONAL EXPERIENCE-REQUIRED**

- Three (3) years of progressively more responsible relevant professional experience.

### **PROFESSIONAL EXPERIENCE-PREFERRED**

- Some experience in public education or government relations environment.

### **PROFESSIONAL CERTIFICATION AND/OR LICENSURE-REQUIRED**

### **PROFESSIONAL CERTIFICATION AND/OR LICENSURE-PREFERRED**

### **ADDITIONAL REQUIREMENTS**

### **ADDITIONAL REQUIREMENTS-PREFERRED**

### **KNOWLEDGE/ SKILLS/ABILITIES - REQUIRED**

- Knowledge of the principles, and practices of administrative, business, or legislative office management.
- Knowledge of how to maintain and optimize social media vehicles, to include technical skills and ability to determine appropriate content to share.
- Familiarity with the functions and activities of county, state, and federal agencies.
- Proficiency in the use of office technology, including spreadsheet, presentation, and desktop publishing software.
- Proficiency with data compilation, analysis, and reporting.
- Ability to handle sensitive information and maintain a high level of confidentiality.
- Ability to deal tactfully and respectfully at all levels.
- Ability to work under pressure to meet time constraints and deadlines.

- Ability to communicate in a manner that is clear, informative, and accessible – both verbally and in writing – to multiple audiences and stakeholders, using correct grammar, punctuation, and content structure.

#### **KNOWLEDGE/ SKILLS/ABILITIES - PREFERRED**

- Knowledge of public education mission, organization, instructional goals, and curriculum practices.
- Skill in working with BoardDocs.
- Proficiency in using GovDelivery or similar newsletter or email subscription management system and analyzing associated outreach data.

#### **CAREER LADDER ADVANCEMENT CRITERIA**

### **WORK ENVIRONMENT / PHYSICAL REQUIREMENTS**

#### **REASONABLE ACCOMMODATIONS STATEMENT**

The work environment and physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

This job generally operates in a professional or home office environment and has a noise level of mostly low to moderate. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.