

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Choice Awareness

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma with three (3) years successful experience in public relations or customer service required. Bachelor's degree preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of media and community resources.
- Knowledge of computer applications and technical equipment as related to office productivity, graphic layouts, and multimedia presentations.
- Effective skills in oral and written communications.
- Proficiency in secretarial and clerical skills.
- Ability to work cooperatively with others.
- Ability to maintain confidentiality.

#### SUPERVISION

**REPORTS TO** Coordinator, Choices  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To support the District goals for school choice programs by providing information to the public and process student transfer applications.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Assist parents with all aspects of student assignment for all school choice options.
2. \*Respond to all school choice inquiries in a timely manner.
3. \*Provide services at all Parent Resource Centers.
4. \*Collect data and prepare reports as required.
5. \*Create, manage, and maintain accurate files.
6. \*Assist in the development, design, and dissemination of reports, documents, and school choice information tools (print collateral materials, Web, advertisements).
7. \*Schedule and conduct information sessions with the community and school district personnel.
8. \*Implement student recruitment strategies and school/program marketing responsibilities.
9. \*Maintain, update, and monitor school choice records and student assignment/transfer data, including the random selection process.
10. \*Communicate with relevant departments (Transportation, Exceptional Student Support Services, Information Services, etc.) regarding individual student transfer information.
11. \*Share procedural information with school-based personnel regarding maintenance of required records and timely reporting of changes in enrollment information.
12. \*Develop and maintain a long-term calendar by integrating office functions with District goals and objectives.
13. \*Open, organize, and route mail.
14. \*Schedule appointments and meetings for supervisor.
15. \*Make travel arrangements, reservations, etc.
16. \*Operate, maintain, and support general office equipment as needed.
17. \*Inventory and order supplies forms, and equipment.

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18. \*Correspond effectively by phone, letter, email, and in person to both the general public and District employees.

19. \*Meet data entry and process deadlines on an accurate and daily basis.

20. Perform other duties as assigned by the Coordinator of Choices.

\*Denotes essential job function/ADA

### EQUIPMENT / MATERIALS

Standard Office Equipment

### PHYSICAL REQUIREMENTS

#### Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### PHYSICAL ACTIVITIES

#### Sitting

Resting with the body supported by the buttocks or thighs.

#### Standing

Assuming an upright position on the feet particularly for sustained periods of time.

#### Walking

Moving about on foot to accomplish tasks, particularly for long distances.

#### Bending

Lowering the body forward from the waist.

#### Stooping

Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.

#### Kneeling

Bending legs at knee to come to a rest on knee or knees.

#### Crouching

Bending the body downward and forward by bending leg and spine.

#### Twisting

Moving body from the waist using a turning motion.

#### Reaching

Extending hand(s) and arm(s) in any direction.

#### Lifting

Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.

#### Finger Dexterity

Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.

#### Grasping

Applying pressure to an object with the fingers and palm.

#### Feeling

Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.

#### Repetitive Motions

Substantial and continuous movements of the wrists, hands, and/or fingers.

#### Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

#### Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

#### Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### WORKING CONDITIONS

#### Indoors

The worker is subject to inside environment conditions. There is protection from weather conditions but not necessarily from temperature changes.

### TERMS OF EMPLOYMENT

#### PAY GRADE

C-C \$31,925 - \$56,694  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function 6300  
Job Code 2058  
Survey Code 63101

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

October 14, 2014  
March 20, 2007  
July 15, 2003

ADA Information Provided by Kyle Hughes  
Position Description Prepared by Kyle Hughes