ROLLING RIVER SCHOOL DIVISION REGULATION

Communications Administrative Assistant Job Description	**GDAAJ/R**

Position Title: Communication Administrative Assistant

Reports To: Coordinator of Instruction, Curriculum, and Technology

Job Purpose:

To contribute to the overall goals and objectives of the Rolling River School Division and the individual schools.

To ensure that information on the Division web portal is current and dynamic.

Education:

The minimum education requirements for this job is grade 12. A diploma or certificate in communications or related computer/information technologies is preferred.

Additional Requirements:

➢ Well developed information technology and computer application skills;
➢ Well developed interpersonal and written communication skills;
➢ A willingness to be trained in information management systems currently used in the Division;
➢ Ability to be flexible and adjust to changing work assignments;
➢ Ability to work well independently as well as part of a team (staff and community);
➢ Ability to meet deadlines;
➢ Ability to relate to and work with division and school personnel.

Key Responsibilities:

➢ Update and maintain Divisional information on:
  o Web page;
  o Facebook page;
  o Twitter.
➢ Post calendar activities on divisional web page;
➢ Manage and work with schools to keep calendars and school information updated;
➢ Post pictures and articles on divisional web pages;
➢ Ensure the pictures and articles are updated on a regular basis;
➢ Monitor and manage links created by divisional and school based staff;
➢ Check for parent permission to have student images posted on divisional and school web pages;
➢ Update staff changes on the divisional school web pages;
➢ Monitor and ensure all articles and photos being posted fall within Copyright guidelines;

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- ➢ Gather divisional information, including pictures and events that can be posted on the divisional web site;
- ➢ Monitor school and staff web pages to ensure that the sites are being kept up to date and that new information is being added on a regular basis.

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Policy

Date Adopted: June 3, 2014