

TITLE: INFORMATION TECHNICIAN

- QUALIFICATIONS:**
1. BA in Journalism or related field preferred
 2. Skills in publication writing, including ability to interview, organize information and write articles for publication, ability to design graphics and organize layouts for district publications, brochures, and newsletters, and ability to take photographs for district publications
 3. Knowledge and skills in communication media utilization, including television and radio
 4. Knowledge and correct usage of English grammar, spelling and vocabulary
 5. Ability to learn word processing skills, graphics, and Desktop Publishing, Pagemaker
 6. Proficiency in typing and ability to make arithmetical computations
 7. Ability to use independent judgment and initiative
 8. Ability to work harmoniously with staff and community
 9. Ability and willingness to learn new skills as required
 10. Must hold valid driver's license and maintain a car in good repair for use on district business
 11. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To provide assistance and serve as resource to department head in meeting departmental goals and assignments and to assist in preparation of district communications and publications

PERFORMANCE RESPONSIBILITIES:

1. Researches and prepares information for public release, including news releases, public service announcements and media advisories
2. Collects data and prepares copy for educational radio and television presentations
3. Creates copy and designs layouts for educational pamphlets, brochures and related publications
4. Photographs district activities as assigned
5. Serves as resource to staff in areas of design, layout, and production of newsletters, brochures, etc.
6. Respects confidentiality of office information
7. In absence of department head, attends and tape records Board of Education meetings
8. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; confidential salary schedule, class 11

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable