



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Community Outreach Officer
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	525
<b>Reports to:</b>	Director
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Eligible

**Position Summary:**

Under the direction of the Divisional Director of Special Services, plans and implements community outreach programs and information campaigns; provides reciprocal communication between the School safety and security department and the community; assists in public information campaigns; performs related work as required.

**Essential Functions:**

- Develops implements, maintains, and coordinates with the Office of Institutional Advancement, the media activities of the School Safety and Security Department as it relates to community safety outreach programs and public safety information campaigns; accommodates reciprocal communication between the School safety and security department and the community
- Maintains an awareness of local issues of community interest, by monitoring; monitors media coverage; disseminates information to the School Safety and Security Director, Safety and Security and department staff employees, School Principals, and others on an as needed basis
- Coordinate with the Office of Institutional Advancement with media issues regarding community safety outreach programs, public safety information campaigns, and other departmental functions, activities and issues of general public interest
- Maintains the Department's website to ensure accuracy and timeliness of information
- Will also be responsible for creating and updating news releases, public presentations, bulletins and newsletters to the public, fact sheets, as appropriate
- Attends departmental and community meetings, makes presentations, and obtains feedback as appropriate
- Conducts tours of the School Safety and Security department facilities and activities
- Coordinates with the Office of Institutional Advancement on issues concerning School Safety and Security matters in conjunction with current events that may be or become School District issues. Coordinates with Executive Director of Communications public information officer regarding issues and events of current media interest
- Conducts research on assigned topics as directed by the School Safety and Security Director
- Attends community-based meetings on behalf of the School Safety and Security Director, such as neighborhood meetings, advocacy group meetings, citizen advisory group meetings, etc.
- Performs all other duties as assigned

**Knowledge, Skills, and Abilities:**

- Communications skills with special emphasis on public relations, customer service, and relationship development
- Ability to write incident reports for submission to management
- Ability to analyze facts and determine action using a range of procedures within limits of standard practice
- Possess strong interpersonal skills, effectively work and interact with others



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- Develop, implement, promote, and maintain a positive department image
- Develop, implement, and maintain a system of best practices in the area of communication and public relations
- Independent judgment and personal initiative
- Understand pertinent federal, state, and local laws, codes, regulations, and policies
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures
- Research, analyze, and interpret data
- Keyboard at a speed necessary for successful job performance
- Capacity to work under pressure with frequent interruptions and a high degree of public contact by phone or in person
- Good judgment and appropriate discretion in maintaining critical and sensitive information, records, and reports
- Awareness and appreciation for the cultural diversity of the community
- Communicate clearly and effectively in writing and orally including public presentations to small and large audiences

**Experience:**

- Minimum of two years of job-related experience
- Specialized training in security procedures and the use of security equipment
- Successful completion of a firearms training course

**Education:**

- High School Diploma or the Equivalent (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**



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\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***