

Tentative Agreement  
For the Communication Specialist  
Between Mt. View Whisman School District (MVW) and  
California School Employees Association (CSEA) and its chapter MVW # 812

The District and CSEA and its chapter MVW # 812 agreed to the newly created job descriptions (see attached) as classification J, with the salary range at \$57,261-\$76,725 for full time 12 months/year.

August 27, 2020

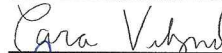
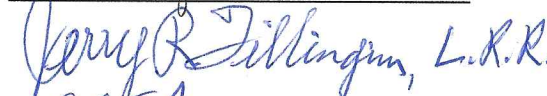
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Date:



CSEA chapter 812  
President

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 Interim Chief Human Resources Officer  
 L.R.R.  
CSEA

- Assist in the successful implementation of such programs Superintendent's Check In, Superintendent's Coffee, All Hands meeting, State of the Schools and others as they are developed.
- Serve as the department's primary graphic designer for varied publications.

### **Essential Job Requirements – Qualifications:**

#### **Skills, Knowledge and/or Abilities Required:**

- Knowledge of district policies and regulations regarding websites and use of technology
- Knowledge of federal Children's Internet Protection Act
- Knowledge of principles, practices and techniques of web-based applications
- Experience with web-based content management systems and graphic design programs
- Ability to communicate on social platforms in a consistent, professional voice
- Skilled in photo and video editing/layout software
- Work cooperatively with others
- Communicate effectively both orally and in writing
- Fully understand the Google platform and all of its options

#### **Physical Requirements:**

Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; May sit for long periods of time in front of a computer. People with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the district's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

#### **Work Environment:**

Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Other Atmospheric Hazards: Constant exposure to computers and equipment, anti-static sprays used on screens, paper dust from new computer paper.

#### **Education and Training Required:**

Certificate in communications, graphic design, web design, or related field; or minimum of five (5) years of increasingly responsible job related experience. Bachelor's degree preferred.

#### **Licenses, Certifications and Testing Required:**

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Driver license.