

SUPPORT STAFF POSITIONS

TITLE: Coordinator for Communication

QUALIFICATIONS: -Keen Communication Skills
-Web Expertise
-Commitment to the Holden R-III Schools
-Bachelor's Degree in any of the following areas:
Communications, English, Media/Journalism, or Marketing

REPORTS TO: Superintendent of Schools

JOB GOAL: Create and maintain positive school and community relations and to manage the public relations program.

PERFORMANCE DUTIES & RESPONSIBILITIES:

- Maintain positive relationships between the school district and patrons of the district through a variety of methods, including regular contact with parents and other community members by responding to requests and attending community and school organization meetings.
- Promote the image of the school district to increase and maintain student pride, staff retention, staff recruiting, parental support, and patron support.
- Create, develop, and maintain the school website, managing content and requests from school staff and school groups throughout the district.
- Create and produce district internal and external publications, including e-mail, multimedia presentations, photography, brochures, newsletters, calendars, posters and broadcast media, reports, social media, surveys, digital sign, text alerts, and phone notifications.
- Write press releases and provide photographs about school events and other topics of interest for the media.
- Plan and coordinate special events, projects and activities.
- Assist Technology Coordinator in matters related to the school network. Assist with providing technology training/professional development for staff.
- Handle confidential or secure information appropriately.
- Give the following Board of Education report: Community Relations
- Perform any other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

The employment schedule of the Coordinator for Communications is 11 months, as arranged with Superintendent.

EVALUATION:

Performance of this job will be evaluated annually in accordance with Board policy and the district's evaluation system.

Communications Coordinator—The position will be an 11-month position and applicants should possess the following qualifications: Keen communication skills, excellent grammar and attention to detail, especially in written communications; website and social media expertise; and a Bachelor's Degree in any of the following areas: Communications, English, Media/Journalism, or Marketing. Candidates may complete the non-certified application which can be found on the District's website: <http://holdenschools.org>. Please send applications and a resume to the attention of Patty Raker, praker@holdenschools.org; 1612 S. Main, Holden, MO 64040; or FAX—816-732-4336. Applications/resumes will be accepted until Friday, Sept. 14th.