

JOB TITLE:	REPORTS TO:	WORK YEAR:	SALARY GRADE:
Communications Coordinator	Principal Superintendent	Up to 160 Days 172 Days	Grade II

SCOPE OF RESPONSIBILITIES:

The Communications Coordinator will assist the staff with communication to meet the educational needs of students and carry out the mission and goals of the school and the District.

PERFORMANCE RESPONSIBILITIES:

1. Support the work of the staff in the areas of lunchroom programming, athletic programs, emergency plans, summer school programs, school facility enhancement, and supervision schedules which ensures that the needs of the school and the requirements of the state in these areas are met.
2. Promote awareness of the educational and extra-curricular activities for current and future students.
3. Attend team and department meetings with faculty and staff on a regular basis to stay informed of upcoming and ongoing activities in order to assist with planning communications, which include but are not limited to social media posts, newsletter articles, and news releases.
4. Plan and organize the annual student award ceremony.
5. Collaborate with staff, including club sponsors, after-school program coordinator, athletic director, athletic coaches and APTA committee chairs to maintain a central calendar of all activity meetings and events, and distribute this to the school community.
6. Create and assist staff with creating written content for both print and online communications, including content for the the school website, brochures, handbooks, surveys, school screen displays, school letters, and district newsletter.
7. Assess the effectiveness of school communications, stay abreast of new and emerging communication trends and make recommendations for changes that will lead to more effective and efficient communication with all members of the school community.
8. Manage school website in order for all sections to remain updated and for school and student activities to properly be promoted to parents and other interested parties.
9. Manage all school social media accounts.
10. Manage school newsletter.
11. Perform such other related tasks and assume other responsibilities as the Superintendent or Principal may assign.

MINIMUM QUALIFICATIONS:

1. Demonstrated ability to collaborate with others to achieve goals.
2. Strong written and oral communication skills.
3. Strong technology skills, including proficient in MS Publisher, MS Word, webpage editing tools, video editing software, etc.

4. Minimum of three (3) references
5. High School Diploma or G.E.D. (Related college degree preferred)