



NEW: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	DIRECTOR COMMUNICATIONS AND COMMUNITY RELATIONS
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assist the communications department in the implementation of an effective communications strategy and plan. Assists the Executive Officer in promoting the news of the District and maximizing communications services in support of opportunities for students, families, employees, and the community. Supports the Executive Officer in providing administrative leadership for the management of Communications and Community Relations Division.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supports the development of communication strategies that ensure accurate information is communicated clearly and succinctly to all stakeholders
- Supports areas of the system as assigned in order to present a unified, coherent message to various audiences through an integrated communication approach
- Ensures that releases/communications to media are accurate and time sensitive and build positive relationships with media
- Develops and implements high-quality communications and marketing programs that effectively promote the District's services
- Ensures that staff in the department work as a cohesive unit to share information with the community
- Supports the work of the department and manages events both during the work day and outside of the traditional work day
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree or Bachelor's Degree with equivalent years experience within the field of communications or community relations or related field

Five (5) years related work experience

Ability to articulate vision of the District

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with media outlets, community groups, or similar agencies

Experience in a diverse workplace