

# Public Relations Offices in the Great City Schools

# October 2017 11th Survey



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#### Public Relations Offices: An Executive Summary

In an effort to determine the structure and function of Public Relations (PR) offices in our member districts, the Council of the Great City Schools distributed a survey requesting information on these offices. This is the Council's 11th survey on PR offices; the first one was published in 1997.

Of the Council's 69 districts, 37 are included in the survey. The PR offices displayed many similarities, but also ranged in size and budget.

- Twenty (54.1%) have PR offices with staff between 5 and 20 people
- Six of the districts (16.2%) have PR offices with staff of fewer than 5 people.
- Eleven districts (29.7%) have PR offices with staff of more than 20 people.
- Eighteen districts (48.7%) have PR budgets greater than \$750,000.

PR offices in the Great City Schools often encompass different functions and are located in different departments. However, the survey indicated that most of the PR offices are either in Communications, Public Information or Community Relations Departments.

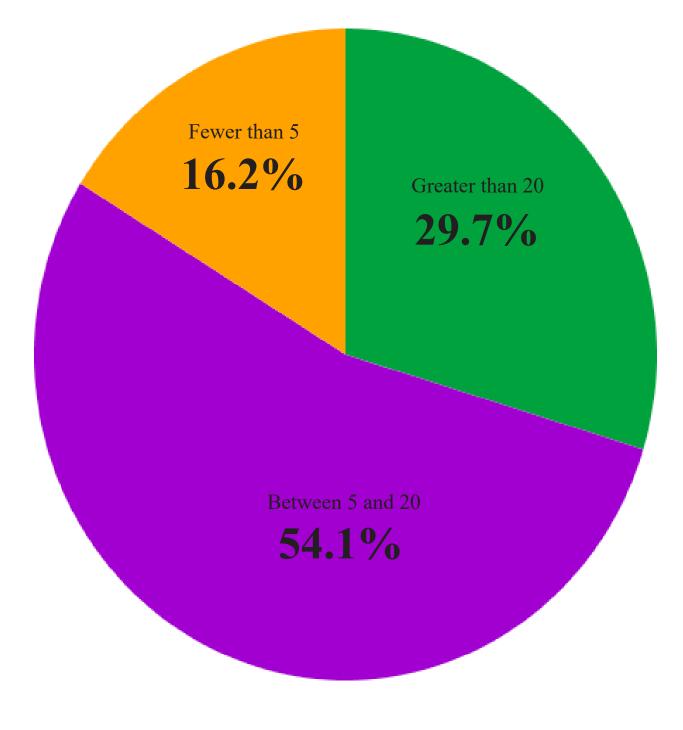
- Broward County Public Schools has the largest staff with 91.5 people but its Public Informatio Office includes BECON, which broadcasts educational and instructional programs on BECON-TV (WBEC-TV)
- Buffalo has the smallest staff with two people.
- Twenty districts have their PR offices handle television operations.
- Nineteen districts have web masters on their PR staffs.
- Eleven districts have translators or provide translation services.
- Twitter and Facebook are the most widely used social media (37 districts), followed by Youtube (31ditricts), Instagram (25 districts), Linkedin (14 districts), Pinterest (6 districts), and Flickr (5 districts).

Albuquerque	El Paso	Pittsburgh
Anchorage	Fort Worth	Providence
Broward County	Guilford County	Richmond
Buffalo	Hawaii	Sacramento
Charlotte	Houston	San Francisco
Clark County	Jackson	Seattle
Cleveland	Kansas City	Shelby County
Columbus	Miami	St. Paul
Dallas	Milwaukee	Toledo
Dayton	Omaha	Tulsa
Denver	Orange County	Wichita
Des Moines	Palm Beach	
Duval County	Pinellas County	

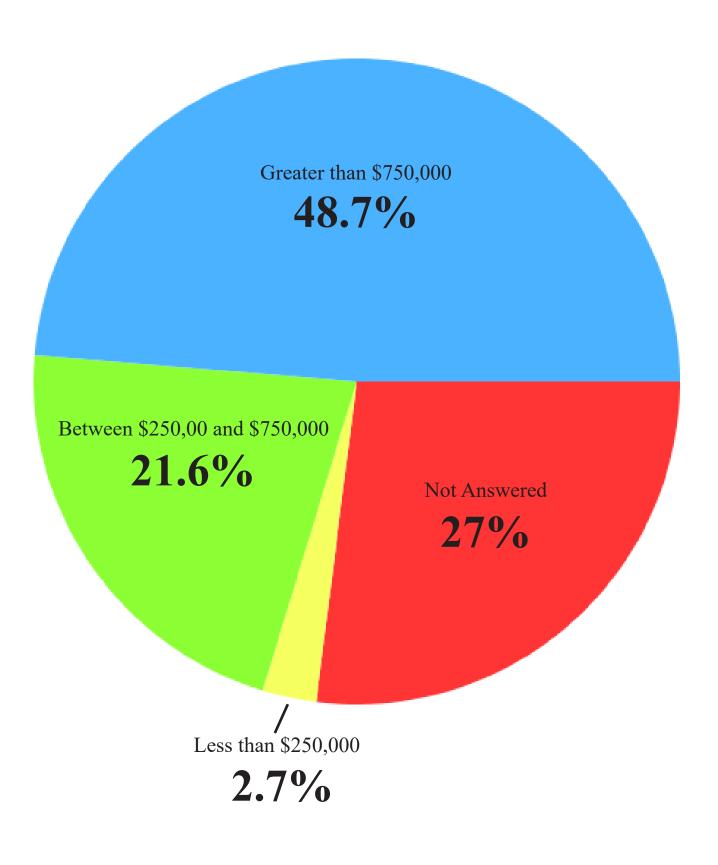
#### The Districts that responded to the PR Offices Survey

			Fewer than	Between 5	More than	
			5 people	and 20 people	20 people	
District	<b>District Size</b>	Total Staff				Total Budget
Albuquerque	84,000	4	Х			\$ 562,000
Anchorage	48,000	7		Х		\$ 900,000
Broward County	271,000	92			Х	\$ 7,277,308
Buffalo	34,000	2	х			\$356,770
Charlotte	147,157	26			Х	\$2,700,000
Clark County	323,000	10		Х		\$ 1,082,376
Cleveland	39,000	16		Х		\$2,000,000
Columbus	51,000	10		Х		N/A
Dallas	157,886	59			Х	\$7,990,175
Dayton	13,000	8		Х		N/A
Denver	90,150	30			Х	\$ 3,000,000
Des Moines	32,979	7		Х		\$ 600,000
Duval County	128,702	13		Х		\$2,398,226
El Paso	60,000	13		Х		N/A
Fort Worth	87,000	25			Х	\$ 3,000,000
Guilford County	73,000	6		Х		\$ 660,000
Hawaii	179,902	14		Х		N/A
Houston	215,000	45			Х	\$3,800,000
Jackson	27,000	21			Х	\$631,404
Kansas City	16,000	12		Х		\$650,000
Miami	356,086	23			Х	\$ 2,611,103
Milwaukee	77,856	8		Х		\$ 1,491,160
Omaha	52,000	6		Х		\$650,000
Orange County	203,000	42			Х	N/A
Palm Beach	195,331	38			Х	\$ 2,300,000
Pinellas County	103,242	14		Х		\$1,177,225
Pittsburgh	24,652	3	Х			\$ 664,536
Providence	24,000	3	Х			N/A
Richmond	24,000	5.0		Х		N/A
Sacramento	47,000	4	Х			N/A
San Francisco	55,613	7	1	Х		\$ 868,874
Seattle	54,976	6	1	Х		N/A
Shelby County	111,500	24	1		Х	\$ 3,309,026
St. Paul	38,000	15	1	Х		\$ 1,425,667
Toledo	23,000	3	Х			\$232,586
Tulsa	40,000	7		Х		N/A
Wichita	50,561	12		Х		\$ 1,044,967
TOTALS			6	20	11	

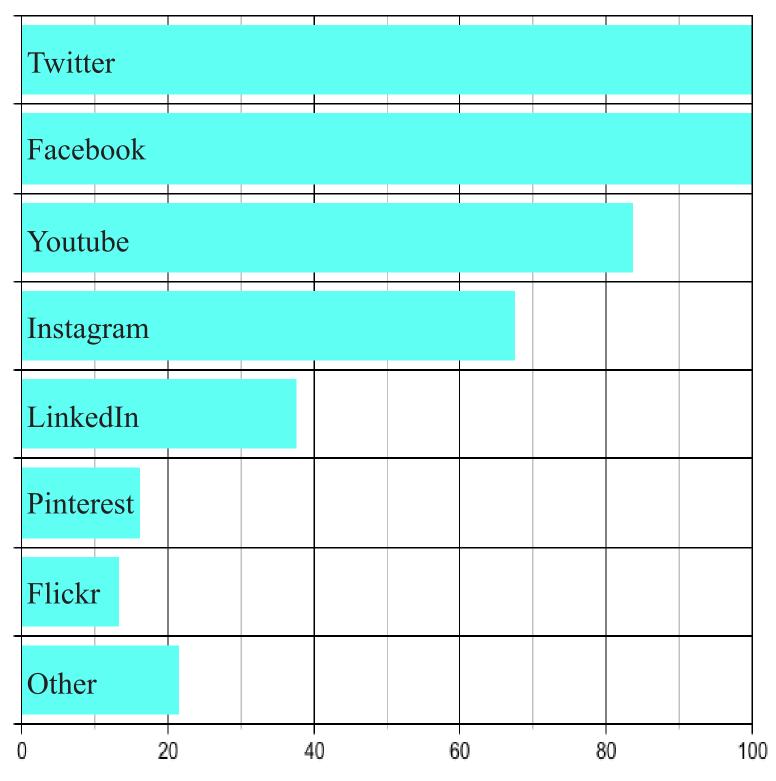
### Public Relations Office Size in the Great Cities



### Budgets of Public Relations Offices in the Great Cities



# Social Media Use in the Great Cities



Percent of Districts Who Use the App



### Summary of Descriptions of Public Relations Offices

The following descriptions of the PR offices will not be able to cover the huge amount of material submitted for the survey, but will present a snapshot of the organization of the offices and those responsibilities closely aligned with public relations. The following information includes the name of the district, the number of k-12 students enrolled in the district, the department charged with public relations responsibilities, the staff within the department, their budget, and a summary of the department's responsibilities. Districts also listed their use of consultants as well as their use of social media. Below are the symbols for social media.



Facebook (online social network)



YouTube (video-sharing website)



Instagram (photo sharing app)



LinkedIn (social networking website for professionals)



Pinterest (content sharing service)



Twitter (online social network)



Google+ (social network)



Vimeo (video sharing website)



Flickr (photo sharing)



### Albuquerque Public Schools

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#### Enrollment: 84,000 Budget: \$562,000

#### **Communications Office (4 Positions)**

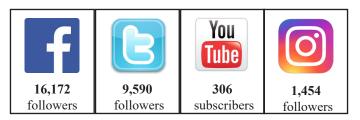
Executive Director of Communications Director of Communications Custodian of Record/Communications Specialist Multimedia Specialist

Albuquerque Public Schools' **Communications Department** handles internal and external communications, social media, web content, public records, media relations, marketing, crisis management and more. Our executive director serves as a member of the Cabinet and leadership team.

**Duties:** Crisis Management, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Social Media/Website, Public Records

**Consultants:** We work closely with a three-member district web team that is funded by the Technology Department but housed with Communications. They work with a contract developer.

**Social media** is handled by everyone in the department, but primarily by the Multimedia Specialist and the Communications Director. The average amount of time spent on social media is three hours.



### **Anchorage School District**

#### Enrollment: 48,000 Budget: \$900,000

**Communications & Community Outreach Department (7 Positions)** 

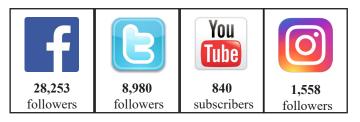
Director Assistant Director Publications Supervisor Publications Specialist Offset Equipment Operator (2) Digital Copy Operator

Anchorage School District's **Communications Department** supports Anchorage's students, staff and the community by providing accurate and timely information about student achievement, budget and other district initiatives. By working collaboratively with the superintendent, administrators, principals and all school staff, we are able to help them communicate clearly and effectively.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website

**Consultants:** Video production - \$30,000/year Contractor for bond campaign - \$70/hour

**Social media** is handled by the Assistant Director. The average amount of time spent on social media is 7-12 hours.



#### Broward County Public Schools (Fort Lauderdale, FL)

Enrollment: 271,000 Budget: \$7,277,308

#### Public Information Office (91.5 Positions)

Marketing and Communications Director, Marketing & Communications District Webmaster Specialist, Public Affairs (2) Chief Public Information Officer Community Relations Assistant Executive Secretary Manager, Integrated Marketing, Communicat Office Manager Graphic Artist (4) Community Resource Specialist (2) Webmaster Bilingual Clerk (2) Coordinator, District Community Relations Clerk Specialist IV, (2) Manager of Graphics, Print Production Broward Education Communication Network (BECON) 62.5 positions, including: Director/General Manager TV Producer/Director Broadcast Engineer

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Executive Secretary Old Dillard Museum- First school for African American Manager, Integrated Marketing, Communications students in Ft. Lauderdale, created in 1907

Curator Campus Monitor Technical Specialist Secretary

The **Public Information Office** is responsible for the majority of the District's internal and external communications and is the liaison between the District and the news media. From media releases to the District's website - to events and press conferences, the Public Information Office continually looks for ways to engage the community, while sharing the incredible achievements of Broward County Public Schools. There are a total of 113.5 staff positions.

**Duties:** District Switchboard, District Radio Station, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Partnerships & Volunteers, Social Media/Website, Television Operations

Consultants: Plain Language/Web Writing Training for Staff - \$38,000

All staff participate with **social media** in some way, shape or form, but we have a dedicated Integrated Marketing Communications & Social Media Manager. Other team members, Public Affairs Specialist and Community Relations Assistant provide back-up support. The amount of time spent on social media is 24 hours a day, seven days a week. **Social Media At-A-Glance**:



### Buffalo City School District

Enrollment: 34,000 Budget: \$356,770

**Public Relations Department (2 Positions)** 

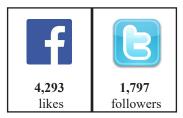
Special Assistant to the Superintendent for Community Relations Public Relations Clerk

The **Public Relations Office** gathers and disseminates District topics and news items in order to promote goodwill and build a rapport between the District, its students and parents, employees, the public, and the community at-large. The department manages all aspects of communication internally, and externally between the District and the public, including coordinating media, crisis communications, electronic communications and social media.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Public Records

**Consultants:** West Interactive Services (parent notification system) - \$45,560 Niagara IT Solutions (web site support specialist) - \$47,899

**Social media** is handled by the Special Assistant to the Superintendent for Community Relations. Three hours a week is the average amount of time spent on social media.



### Charlotte-Mecklenburg Schools

#### Enrollment: 147,157 Traditional Communications Budget: \$2,700,000 Graphic Production Budget: \$1,800,000

#### **Communications Services (11 Positions)**

**Graphic Production (15 Positions)** 

Chief Communications Officer Executive Director of Media Relations Media Relations Specialist (3) Internal Communications Specialist Social Media Specialist Editor Creative Media Specialist Manager of Internal Media Administrative Assistant

The **Communications Services** is responsible for media relations, internal communications, district broadcast media channels as well as district web, intranet and social media sites. It also includes a graphic production arm.

**Duties:** Graphic Production, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations, Public Records

**Consultants:** Event planning - \$50,000 Photography - \$25,000

**Social media** is handled primarily by one Social Media Specialist. The average amount of time spent on social media each week is 50 hours total, one full-time person and some time by media relations.



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#### Clark County School District (Las Vegas, NV)

Enrollment: 323,000 Budget: \$1,082,376

#### **Communications Department (10 Positions)**

followers

followers

**Chief Communications** Director Communications Specialist (3) **Communications Assistant** Media Specialist Graphic Artist II Photographer Secretary III

The Communications Department is working with all CCSD schools, media, Superintendent, and central office in numerous tasks.

Duties: Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations

Social media is handled by the Communications Assistant. Fifteen hours a week is the average amount of time spent on social media. The average amount of time spent on social media each week is 20 hours.

#### You Tube flickr 9.916 13,300 202 28 1,379 followers

subscribers

followers

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### Cleveland Metropolitan School District -

Enrollment: 39,000 Budget: \$2,000,000

#### **Communications Department (16 Positions)**

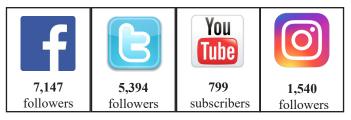
Chief Communications Officer Director, CMSD News Bureau Director, Marketing & Advertising CMSD-TV Station Manager Manager, Digital and Social Media (Open) Multi-Media Journalist Reporter/Copywriter Marketing & Advertising Assistant Graphic Designer Webmaster Manager, Alumni & Community Relations (Open) Spanish Translator/Interpreter (2) grant-funded Arabic Translator grant-funded College Interns (2)

The CMSD **Communications Department** is the hub of all internal and external communications in the Cleveland Metropolitan School District. Members of the CMSD Communications Team work cooperatively with all departments to keep students, parents, staff, citizens and news media informed of activities, events, strategic initiatives, opportunities for partnership and engagement and progress in our schools.

Our News & Information Team works in concert with our Marketing & Advertising Team to support central office departments and 109 schools with messaging and translations through print, web, traditional and social media, writing, photography, direct mail and digital video communications.

**Duties:** Branding, Crisis Communications, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

**Social media** is handled by multiple people on our News & Information Team. Fifteen hours a week is the average amount of time spent on social media.



### Columbus City Schools

#### Enrollment: 51,000 Budget: \$580,000 \*this does not include salaries\*

#### Office of Communications and Media Relations (10 Positions)

Executive Director of Strategic Communications & Public Relations Communications Specialist - Media Communications Specialist - Graphic Design Business Partnerships Coordinator Customer Relations Coordinator Media Tech Supervisor Communications Manager Administrative Secretary FACTLine Coordinator Customer Relations Supervisor

The **Office of Communications and Media Relations** goal is to advance the reach and reputation of Columbus City Schools by promoting the accomplishments of students, staff, schools, and school district, and vital information to the public, using an array of internal and external communication vehicles; in support of the mission and vision for Columbus City Schools.

Duties: Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

**Consultants:** Back to School Mailers - \$24,840.44; Photographer - \$8,000; News Clips - \$5,400; District Mailers/Publications - \$226.70; Graphic Design - \$350; Marketing - \$15,000; Photographer/Media Technologies - \$3,000; Website Management - \$66,000; State of the District - \$2,600; Mobile Application - \$10,084.32; State of the District Media Tech - \$21,340.50; District Mailer - \$4,036.20; Web Maintenance/Web Revamp - \$52,900; Graphic Design - \$10,000; Fast Signs - \$8,000; Event Coordinator for State of District - \$15,000

**Social media** is handled by various people in the communications department--executive director, communications manager, communications specialist - graphic design, business partnerships coordinator, administrative secretary, media tech supervisor. The average amount of time spent on social media each week is 40 plus hours.



### Dallas Independent School District

Enrollment: 157,886 Budget: \$7,990,175

<u>Communication Services (59 Positions)</u> Chief of Communications

**Internal and External Messaging and Marketing** Director Communications Coordinator Publication Specialist

Graphic Artist (2) Director, Bond Communications

**Dallas Schools Television- DSTV** Producer (3) Broadcast Engineer Master Control Operator Administrative Support **News and Information** Director, News and Information Content Manager, The Hub Coordinator, Social Media

**Translation Services** 

Web Services

Dallas ISD Connect- (Call Center)

**Marketing Project/Service Requests** 

**Communication Services** offers a full range of creative services and strategic planning designed to share the message of the Dallas Independent School District. We work to communicate the mission and goals of the district as it seeks to raise the academic achievement of each student. Communication Services is committed to providing timely, effective communications that engage our students, parents, employees and community members

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Social Media/Website, Television Operations

**Consultants:** In February 2015, the Dallas ISD board approved a Communication Services with a \$2.9 million RFP over three years for various marketing/communication service vendors.

**Social media** is handled by one person for each language, while they also handle other duties. One manages English and oversees Spanish platforms. Both are coordiantors. The average amount of time spent on social media each week is 10-15 hours.



### Dayton Public Schools

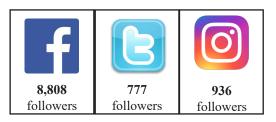
Enrollment: 13,000 Budget: N/A

#### Office of Strategic Communication (8 Positions)

Director Communication Specialist/Webmaster DPS TV/WDPS FM Office Manager Production Specialist (2) Instructor WDPS FM Music Director

The **Office of Strategic Communication** is responsible for oversight and coordination of the district's internal and external communication efforts. Strategic communication works with an internal information network through regular contact with the district's schools and special centers to gather and disseminate the good news about DPS for general release and publication. Our department is on call to assist schools and departments with everything from event planning and publicity to news conferences and crisis communication.

The WDPS FM and DPS TV stations are operated by sophomore, junior, and senior students enrolled in the Radio/Television/Digital Design career tech program. Students are instructed on how to plan, operate and post produce radio and television productions.



### Denver Public Schools

#### Enrollment: 90,150 Budget: \$3,000,000

#### **Communications Team (30 Positions)**

Chief Communications Officer Strategic and Policy Communications Director Media Relations Director Internal Communications Director Creative Services Director Multicultural Services Director Digital Communications Manager Media Relations Manager

Interpretations and Translations Manager Multicultural Outreach Manager Marketing Manager Executive Video Producer Web Developer Senior Media Specialist Coordinator (administrative role) Specialists (various areas)

The **Communications Team** is made up of five smaller teams/focus areas: Internal Communications for our 15,000 employees, including daily newsletters and employee intranet; Policy Communications for pro-active district initiatives, including our district strategic plan and academic priorities; Media Relations including news media, crisis and open records requests; Multicultural provides interpretation and translations in 10 languages, plus multicultural outreach; and Creative Services, which includes graphic designers, web developer, videographer, school marketing and district publications.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations, Public Records

Consultants: We occasionally use outside consultants, but not on a regular basis.

**Social media** is handled by a social media specialist who is responsible for strategy across the platforms and training of other team members (in communications and across other teams). She also supports school-based staff as requested. However, we have many members of our team trained so the actual content creation and posting does not fall on this one person. The average amount of time spent on social media each week is 40-plus hours.



### Des Moines Public Schools

Enrollment: 32,979 Budget: \$600,000

Communications and Public Affairs (6.5 Positions)

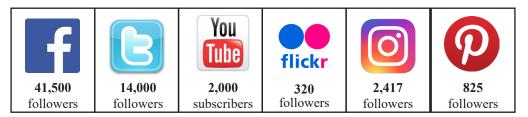
Director of Communications & Public Affairs Communications Officer Graphics/Web Designer Staff Writer Videographer/Photographer (2) Broadcast Coordinator (half-time)

The **Communications & Public Affairs** office works closely with administration and staff to inform employees and the public about what's happening in the district. The office handles all media requests, publishes TheWeek@DMPS and other district and school publications, maintains the district website and social media presence, and creates content for the district's cable channel DMPS-TV. The director also works to support the district's legislative initiatives.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Event Planning, Social Media/Website, Television Operations, Public Records

Consultants: Juicebox Interactive (web site services) - approximately \$50,000 per year

All staff members in the department are involved in **social media** efforts for the district. The average amount of time spent on social media each week is 20 hours.



### Duval County Public Schools

(Jacksonville, FL)

Enrollment: 128,702 Budget: \$2,398,226

#### **Communications Department (13 Positions)**

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Assistant Superintendent, Communications Director of Marketing Supervisor, Media & External Communications Supervisor, Web Supervisor, Video Coordinator, Social Media Coordinator, Video Coordinator, School Marketing Technical Manager, Internal Communications Support Technician, Graphic Arts Switchboard Operator (2) Executive Secretary IV

The DCPS **Communications Department** works collaboratively with the superintendent, school board, and schools to strengthen and build a culture that increases confidence, awareness, engagement, customer service, and brand equity. The DCPS brand is the sum of all schools and voices shared throughout the community from positive experiences to press coverage. Key goals and objectives are tied to strengthening our district brand, and increasing the awareness about services, offerings, and achievement. DCPS is committed to marketing school programs and offerings, district services and resources, and our leadership's vision and mission. Key district messaging focuses on raising student achievement, recruiting and retaining the best educators, creating safe academic environments conducive to quality teaching and learning, and improving the perception of public education by sharing accomplishments. In order to increase reach and awareness, the DCPS Communications Department implements and leverages multiple tools, tactics, and methods consisting of district/school based websites, mobile apps, automated messaging, advertising (print, digital, television, radio, outdoor, theater), social media, direct marketing (internal and external), and events.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations

Consultants: Web Hosting & Content Management System - \$245,000

**Social media** is handled by Coordinator - Social Media. One full time position is dedicated to social media, but additional support for monitoring and creating content is provided by other personnel. The average amount of time spent on social media each week is 50 hours or more.

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### El Paso Independent School District —

#### Enrollment: 60,000 Budget: \$150,000 (not including salaries)

#### Office of Community Engagement (13 Positions)

Executive Director Director Assistant Director Senior Communications Specialist Communications Specialist-Branding Studio Producer Staff Writer Video Production Specialist (2) Photographer Computer Graphic Artist Assistant to Executive Director Clerk

The El Paso Independent School District is committed to transparency, accountability and on-going communication with our stakeholders.

It is the mission of the Office of Community Engagement to:

•Promote engagement between the district and all of its stakeholders, to include: students, parents, employees, taxpayers, elected officials, the media and the community at large.

•Educate our stakeholders as to the value and benefits of proactive stakeholder engagement.

•Promote the message that we are the PreK-12 educational institution of choice within the region.

**Duties:** Governmental Relations, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

Consultants: Marketing firm - \$250,000

**Social media** is handled by multiple staff members. The average amount of time spent on social media each week is 20 hours.



### Fort Worth Independent School District –

#### Enrollment: 87,000 Budget: \$3,000,000

#### **Division of Strategic Communications (25 Positions)**

Senior Communications Officer Director of External and Emergency Communications Director of Marketing and Multimedia Director of Family Communications Director of Community and Strategic Partnerships Web and Creative Coordinator Social Media Coordinator Communications and Web Coordinator Branding Coordinator Broadcast Traffic Assistant Video Journalist/Content Editor Special Projects Coordinator Strategic Communications Coordinator Faith-based/Social Services Coordinator Spanish Language Outreach Specialist College Readiness Specialist Internal Communications Coordinator Volunteer Specialist Community Partnerships Coordinators (2) Administrative Associates (2) District Switchboard Receptionists (2)

We are comprised of four departments: Communications, Family Communications, Community and Strategic Partnerships, and EdTV (video production and TV station.)

**Duties:** SurveyAnswerTextNull, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations

**Consultants:** We employ contract help for large campaigns, such as bond elections or our Gold Seal Schools and Programs of Choice informational initiatives. We set aside about \$100,000 for these campaigns.

We anticipate hiring a **social media** coordinator in the next two months (one of two new positions we've added, and reflected above.) However, social media responsibilities are shared by everyone in the division with the expectation that some time is invested on a daily basis. The average amount of time spent on social media each week is 40 hours.



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### Guilford County Schools

(Greensboro, NC)

#### Enrollment: 73,000 Budget: \$360,000 in salaries \$300,000 in marketing, special events

#### **District Relations (6 Positions)**

Program Administrator - GCSTV Program Administrator - Community Relations Program Administrator, Media Relations Program Administrator - Communications Broadcast Production Manager, GCSTV Director, Communications

The **District Relations** Department of Guilford County Schools is responsible for planning and executing the district's communication and public relations efforts. We work closely with the Board of Education, superintendent and all GCS departments and schools to support the district's mission, vision and goals through effective communication strategies.

**Consultants:** Graphic Designer - \$65 per hour Photographer - \$50 per hour Social Media Consultants - \$7,500 per semester (2 semesters) Website Consultants - \$50 per hour

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

**Social media** is handled by multiple people in the department - all staff are able to post. We have a consultant that posts daily.



### - Hawaii State Department of Education

Enrollment: 179,902 Budget: \$20,500 \*does not include salaries\*

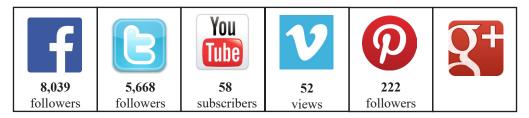
#### Office of Communications (14 Positions)

Director of Communications Multi-media Specialist Communications Specialist Media Relations Specialist Video Production Manager Video Production Staff (7) Secretary Clerk

The Hawaii State Department of Education is the ninth-largest U.S. school district and the only statewide educational system in the country. It is comprised of 256 schools and 34 charter schools, and serves 179,902 students. King Kamehameha III established Hawaii's public school system in 1840. To learn more, visit HawaiiPublicSchools.org.

**Duties:** Video Production, Social Media, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

The web-page content management is handled by the multi-media specialists who also is lead on **social media**. A total of five people work on social media, including the director. The average amount of time spent on social media each week is seven hours.



### Houston Independent School District —

Enrollment: 215,000 Budget: \$3,800,000

#### **Office of Communications (45 Positions)**

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Chief Communications Officer General Manager, Communications & Publications General Manager, Bond & Multimedia Services General Manager, Strategic Partnerships **Communications Director** Manager, Information Center **Community Relations Liaison** Special Events Planner Volunteers in Public Schools Administrator **Community Partnerships Manager** Community Partnerships Liaison Producer Web & Mobile Design Team Lead Manager, Translation Services Bond Strategic Communications Specialist Press Secretary Media Relations Specialist

Senior Administrative Assistant Senior Information Specialist Information Specialist Receptionist Brand & Design Manager Web Content Administrator **Bond Communications Manager** Senior Manager, Video & Photography Strategic Communications Specialist Senior Producer/Director Producer Writer Web designer Translator Bond Senior Writer Bond Multimedia Manager Senior Media Relations Specialist

The mission of the **Office of Communications** is to effectively engage with stakeholders to enhance the HISD experience and strengthen public confidence. The department includes multiple functions: Media Relations, Translations, Publications, Social Media, Web Services, Parent Information Center, Multimedia and A/V Services, Volunteers in Public Schools, Internal Communications, Strategic Partnerships and Bond & Building Communications.

**Duties:** Bond & Building Programs, Communications & Translations Department, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations

**Social media** is handled by multiple people across the department depending on the event. The average amount of time our department spends on social media each week is 28 hours a week, including monitoring.



### Jackson Public Schools

#### Enrollment: 27,000 Budget: \$631,404

#### Public and Media Relations (21 Positions)

Executive Director of Public and Media Relations Communications Specialist Web Manager Public and Media Relations Administrative Secretary Central Office Receptionist Partners in Education Director Mail Clerk Instructional Television Producer/Videographer

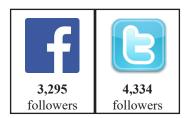
Instructional Television Secretary Instructional Television Writer/Producer Instructional Television Coordinator Graphic Arts Operator I Graphic Arts Operator II Graphic Arts Operator III Graphic Arts Director

The **Public and Media Relations Office** supports the mission and vision of Jackson Public Schools. We strive to improve stakeholder satisfaction and support by providing consistent, timely and accurate information while making the most of opportunities for effective, two-way communication with our community as we aim to increase student achievement.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

**Consultants:** Comcast Cable service for advertising campaign of 30 second commercial spots on local television; cost approximately \$10,000 for 6 month contract.

**Social media** is handled by Web Manager and Communication Specialist. The average amount of time spent on social media each week is 10 hours.



### Kansas City Public Schools

RAR

#### Enrollment: 16,000 Budget: \$650,000

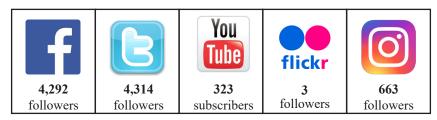
#### **Communication Services (9 positions)**

Chief Communications and Community Engagement Officer Administrative Assistant to the Chief Communications and Community Engagement Officer News and Media Technology Manager Senior Communications Specialist Communications Specialist Communications Tech Webmaster Graphic Design/Videographer Enrollment Marketing Specialist

**Communications Services** offers a full range of creative services and strategic planning designed to share the message of the Kansas City Public Schools. We work to communicate the mission and goals of the district as it seeks to raise the academic achievement of each student. The department is committed to providing timely, effective communication that engages our students, parents, employees and community members.

**Duties:** Internal Communications; External Communications; News and Information; Kansas City Public Schools Television (KCPS-TV); Web Services; Media Technology Training and Event Planning

**Social media** is handled by multiple people. 20 hours a week is the average amount of time spent on social media.



### Miami-Dade County Public Schools \_\_\_\_\_

Enrollment: 356,086 Budget: \$2,798,327

Office of Communications (21 Positions) Chief Communications Officer

**Citizen Information Center** Supervisor Administrative Specialist

**External Communications** District Director Media Relations Specialist

Haitian Affairs & Media Director Translation Specialist (2)

**Internal Communications** Executive Director Communications Manager **News Media Relations** Executive Director Director Media Relations Specialist

**Spanish Translation Services** Educational Specialist Translation Specialist (2)

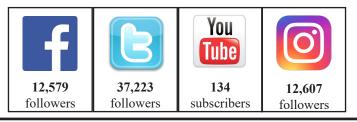
**Strategic Educational Marketing** Executive Director Marketing Supervisor Media Relations Specialist Digital Communications Specialist Graphic Design Specialist

The **Office of Communications** is committed to the timely and accurate dissemination of information that highlights the school district's programs, initiatives, and achievements to reinforce awareness among internal and external stakeholders. We pursue this mission through targeted messaging, integrated marketing, social media, and public relations activities that inform and educate parents, students, employees, and all stakeholders of Miami-Dade County Public Schools.

**Duties:** Radio Operations, Telephone Operators, Translations, Press Secretary/Media Relations, Marketing/ PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/ Website, Television Operations, Public Records

Consultants: Media monitoring service - \$12,500

**Social media** is handled primarily by the Chief Communications Officer, Executive Director External Relations, Marketing Supervisor and Digital Media Specialist. The average amount of time spent on social media each week is 40 hours.



### Milwaukee Public Schools

Enrollment: 77,856 FY17 Budget: \$1,491,160 FY18 Budget: \$1,537,883

**Department of Communications and Outreach (8 Positions)** 

Director Webmaster Communications Associate III (writer) Communications Associate II (social media and school website support) Graphics & Design Specialist District Translator Media Manager Administrative Assistant Planning Assistant (to be added in 2018)

The **Department of Communications & Outreach** works to aggressively and strategically promote Milwaukee Public Schools, provide the community with important information about MPS, and assist in efforts to recruit and retain students and staff. The office works through a wide variety of media and print platforms with a focus on creating and reinforcing a positive image of MPS that reflects our achievements and our challenges. The Department also oversees district translation requests.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Event Planning, Social Media/Website

Consultants: \$150,000 in FY17

**Social media** is handled primarily by Communications Associate II, with normally 25 - 30 hours per week including district and school support.



### **Omaha Public Schools**

Enrollment: 52,000 Budget: \$650,000

#### **District Communications Office (5.5 Positions)**

Director, District Communications Coordinator of Marketing and Visual Information Public Relations Specialist (2) Administrative Assistant Videographer

**Duties:** Web Site Content, Issues and Crisis Communications; Press Secretary/Media Relations; Marketing/ PR/Promotions; Print & Online Publications; Internal Communications; Event Planning; Social Media/ Website; Television Operations

Consultants: Amount varies, but we do use consultant support from time to time.

**Social media** is handled primary and secondary support. The average amount of time spent on social media each week is 35 plus hours.



### Orange County Public Schools

MAR

(Orlando, FL)

Enrollment: 203,000 Budget: N/A

#### **Communications Division (42 Positions)**

Chief Communications Officer Senior Director District Foundation Director Marketing and Events **Director Media Relations** Interim Director Legislative & Congressional Relations Assistant Director Marketing and Events Assistant Director Web and Technology Services Assistant Director Community Resources Senior Manager Public Relations Senior Manager Events Senior Manager Sales and Marketing Senior Manager Media Promotions Senior Manager Video Services Senior Specialist Media Relations Senior Specialist Community Resources (2) Senior Specialist Public Relations

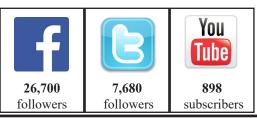
Manager Social Media Manager Public Information Administrator District Foundation (3) Plus numerous classified

The **Communications Division** is comprised of four department: Media Relations, Marketing and Events, Foundation and Legislative & Congressional Relations.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations

**Consultants:** Crisis Communications - varies Advertising/Sponsor Sales - \$50,000

**Social media** is handled mainly by Manager Social media, and others contribute. The average amount of time spent on social media each week is 40 hours.



### School District of Palm Beach County

(Palm Springs, FL)

#### Enrollment: 195,331 Communications Budget: \$2,300,000 TV Station Budget: \$1,600,000

#### **Department of Communications and Engagement (38 Positions)**

Chief Officer, Strategic Communications and Engagement Marketing and Communications Manager IT Solutions Manager Communications Specialist Engagement Specialist Executive Administrative Assistant Administrative Assistant Online Communications Coordinator Executive Communications Specialist Writer/Editor/Producer, Educational TV

Media Relations Specialist Graphic Designer Volunteer Coordinator Business Partnership Liaison Clerk, Video Library Instructional TV Manager Tech Instr TV Broadcast Pro Scheduler Production Tech IT Specialist

The **Department of Communications and Engagement** is charged with engaging all of the district's diverse communities and informing the community of district policies, programs, services, successes, challenges and opportunities.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations, Public Records

**Consultants:** Outside consultants used for photography and graphic design/marketing. Budget for photography was approximately \$4,000 for FY17. Graphic design/marketing budget was approximately \$17,000.

**Social media** is a handled by our Communications Specialist, though other team members have access and post occasionally. We also have two engagement specialists that handle Haitian Creole and Spanish language Facebook, Twitter and Instagram accounts. The average amount of time spent on social media each week is between 30-40 hours.





(St. Petersburg, FL)

Enrollment: 103,242 Budget: \$1,177,225

#### **Office of Strategic Communications (14 Positions)**

Director Public Information Officer Webmaster Communications Coordinator (3) Multimedia Manager Multimedia Producer (3) TV Operations Manager Multimedia Coordinator Station Technician Secretary

The **Office of Strategic Communications** directs public awareness campaigns, gathers and disseminates news to internal and external audiences, produces video content for web and TV, manages the web content management system, supports district events, and leads communications planning for district initiatives. In support of the District Strategic Plan, the Office of Strategic Communications uses promotional communication to position Pinellas County Schools as the district of choice for quality teaching, learning and student achievement.

**Duties:** Speechwriting, Crisis Communications, Press Secretary/Media Relations, Marketing/PR/ Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/ Website, Television Operations, Public Records

Consultants: Schoolwires - content management system and TV station technical consultant: \$20,000

**Social media** is a handled by multiple people, and the average amount of time spent on social media each week is 10 hours.



### Pittsburgh Public Schools

Enrollment: 24,652 Budget: \$664,536

Office of Public Information / Communications and Marketing (3 Positions)

Public Information Officer Communications Officer Project Assistant

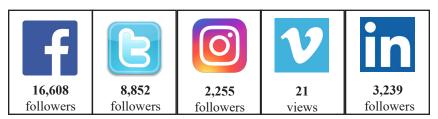
The Division of **Communications and Marketing and the Office of Public Information** promotes and looks after the image and reputation of Pittsburgh Public Schools. We do so by developing and implementing clear, consistent and engaging strategies that enhance the public's understanding of PPS.

Both offices offer a variety of communications services, tools, and strategies to support schools and departments. Our team has expertise in strategic communication, media relations, crisis communication, communications planning, event planning, project management and content creation. It is our goal to ensure families, staff, community members and the media receive accurate and timely information.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations

Consultants: Graphic Design, Photography, Copy Writing - \$88,000

Social media is handled by two staff members.



### Providence Public Schools

Enrollment: 24,000 Budget: N/A

Office of Communications (3 Positions) Director of Communications

Communications Specialist Translator

The Providence Public Schools **Office of Communications** manages media relations, social media and integrated marketing communications for 41 schools; works directly with superintendent's office and district leadership on internal communications and stakeholder communications; provides external affairs support to superintendent.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Social Media/Website

**Consultants:** Graphic designer -- \$3,000 Professional photographer -- \$1,200

**Social media** is handled by the Director of Communications manages social media but Communications Specialist often takes photos specifically for social media use. The average amount of time spent on social media each week is six hours.



### **Richmond Public Schools**

#### Enrollment: 24,000 Budget: \$132,181 \*excluding salaries\*

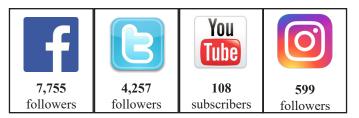
Office of Communications & Media Relations (5 Positions)

Director of Communications & Media Relations Communications & Media Relations Specialist Administrative Assistant Multimedia Production Manager Multimedia Production Specialist

The mission of the **Office of Communications & Media Relations (OCMR)** is to communicate the district's goals, objectives and successes to both internal and external stakeholders - including employees, students, parents, civic organizations and area businesses - through a comprehensive, multi-tiered public relations / marketing program.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations

**Social media** is handled by the administrative assistant. The average amount of time spent on social media each week is 25 hours.



### –Sacramento City Unified School District

RAR

Enrollment: 47,000 Budget: N/A

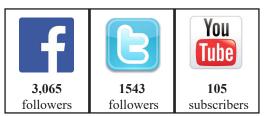
**Communications Office (4 Positions)** 

Chief Communications Officer Communications Manager Webmaster & Digital Media Administrative Assistant

The **Communications Office** is responsible for strategic communications planning, responding to media inquiries, and all internal messaging to staff and external messaging to parents.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Public Records

**Social media** is handled by the Webmaster and Chief Communications Officer. The average amount of time spent on social media each week is eight hours.



### Saint Paul Public Schools

#### Enrollment: 38,000 Budget: \$1,425,667

#### Office of Communications, Marketing and Development (15 Positions)

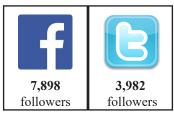
Interim Director Communications and Marketing Senior Associate Digital Editor Communications and Marketing Senior Associate Translations Manager Management Assistant 2 Fund Development Coordinator Communications Specialist Digital Media Manager Program Assistant Audio Visual Technician, Translation Specialist Senior Development Specialist

The **Office of Communications, Marketing and Development** keeps information flowing to the people that make up, surround and support Saint Paul Public Schools. The office merges story-telling, grant-seeking and marketing into one unit.

**Duties:** development -- grants, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations

**Consultants:** our development team sometimes uses writers to help with grant-writing. The fees vary based on the consultants and the length of time they help with the project.

**Social media** is handled by multiple people with one person primarily responsible for twitter, another primarily responsible for Facebook. Other staff do assist as needed.



### – San Francisco Unified School District –

Enrollment: 55,613 Budget: \$868,874

#### **Communications Division (7 Positions)**

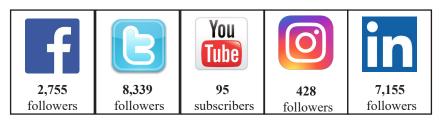
Chief Communications Officer Public Relations Manager Internal Communications Manager Public Information Officer (2) Online Communications Coordinator Public Relations Assistant

The **Communications Division** informs, educates and inspires the SFUSD community and beyond by telling the stories of SFUSD students and staff and by providing timely and accurate news and information. Through partnering across the district to strengthen communication systems and grow the district's presence across multiple platforms, we help to build the coherence, connections and resources necessary to achieve our vision for students.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Social Media/Website

**Consultants:** Underground - \$75,000 Spark Inbound Marketing - \$6,000 Free Range Studios - \$6,200 845a, LLC - \$7,500 Mitzi Mock - \$4,00 Lewis Company, LLC - \$5,000 Sonia Savio - \$2,500

**Social media** handled by multiple people including the Online Communications Coordinator, Public Information Officer, and Public Relations Assistant. Fifteen hours a week is the average amount of time spent on social media, which can possibly double during a crisis situation.



### Seattle Public Schools

Enrollment: 54,976 Budget: N/A

**Communications Department (6 Positions)** 

RAR

Chief Engagement Officer Web Content Editor Communications Specialist, Internal Communications Specialist, External Communications Specialist, Facilities & Capital Communications Specialist, Curriculum, Assessment and Instruction

The **Communications Department** provides Seattle Public Schools with expertise in strategic communications, media relations, social media, crisis communication, communications planning, and content creation. It is our goal to ensure families, staff, community members and the media receive accurate and timely information.



### Shelby County Schools

(Memphis, TN)

#### Enrollment: 111,500 Budget: \$3,309,026

#### **Department of Communications and Community Engagement (24 Positions)**

Chief of Communications and Community Engagement Communications Executive Director Public Information Officer Media Relations Analyst External Communications Advisor Internal Communications Analyst Bilingual Communications Analyst Graphics Advisor Graphic Designer Webmaster Executive Administrative Assistant Community Engagement Manager Community Engagement Specialists (3) Clerical Assistant TV/Radio Station Manager TV/Radio Station Advisor Broadcast Specialists (2) Instructors/On-Air Personalities (2) Chief Engineer Administrative Assistant

The **Department of Communications and Community Engagement** supports the acceleration of student achievement in Shelby County Schools by building a culture of collaboration among students, families, and the community. We build strong partnerships, increase capacity, and create a culture of inclusiveness among internal and external stakeholders.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, .Television Operations

Consultants: Kingdom Quality Communications and TNTP

**Social media** is handled by the external communications analyst. Twenty-five hours a week is the average amount of time spent on social media.

f		You Tube	0	in
26,672	46,700	556	2,401	8,395
followers	followers	subscribers	followers	followers

### Toledo Public Schools

RAR

Enrollment: 23,000 Budget: \$232,586

<u>Communications Department (3 Positions)</u> Communications Director

Communications Manager Administrative Assistant

The **Communications Department** manages all district communication efforts including media relations, public relations, marketing, website, publications and community outreach. The office also handles crisis communications, acts as a board liaison, writes speeches for superintendent and cabinet members and other duties as assigned.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website

**Social media** is handled by the communications manager. Ten to 12 hours a week is the average amount of time spent on social media.

		TUDE		
<b>10,844</b> followers	<b>2,567</b> followers	<b>40</b> subscribers	577 followers	<b>3,033</b> followers

### Tulsa Public Schools

Enrollment: 40,000 Budget: N/A

#### **Communications and Public Relations (7 Positions)**

Director of Communications Executive Assistant Multimedia Journalist Web Designer New Media Coordinator PR & Marketing Coordinator Digital Content Specialist

The **Communications** team manages public and media relations, marketing and outreach, and strategic communications for Tulsa Public Schools, a pre-K-12 urban school district with 7,000 employees serving 40,000 students.

**Duties:** Crisis Management, Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Social Media/Website, Television Operations, Public Records

**Consultants:** Graphic design, printing, and translation for our annual calendar - approximately \$10,000 Design, printing, and translation for various marketing materials - approximately \$50,000

**Social media** is handled by PR & Marketing, but this position is vacant, so the Director leads strategy and content development with execution support from multimedia journalist. Between the district and superintendent accounts, we do about 30 posts per week (3/day) - time varies, probably 3-5 hours total.

f	B	You Tube	<b>flickr</b>	in
12,353	9,446	394	71	5,780
followers	followers	subscribers	followers	followers

### Wichita Public Schools

#### Enrollment: 50,561 Budget: \$1,044,967

#### **Division of Marketing and Communications (12 Positions)**

Division Director Division Secretary News and Media Relations Manager WPS-TV Producer/Director (technical) WPS-TV Producer/Director (projects) WPS-TV Cable Technician/Office Manager Social Media/Web Specialist Special Projects/Employee Engagement Specialist Community Engagement/Partner Specialist Graphic/Marketing Specialist District Mediator Mediator's Secretary Spanish Language Communication Specialist

The **Marketing and Communications Division** creates and enhances positive relationships with district stakeholders to support the educational needs of Wichita students. We encourage and facilitate interactive dialogue; cultivate an environment of mutual trust and support; and collaborate with students, families, staff, the community and our partners in businesses, organizations and faith communities to realize the district's mission.

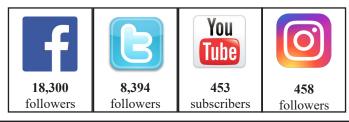
We believe communication should be concise, transparent, respectful, responsive, timely, inclusive, student-focused, relevant and accurate.

We accomplish this work with 12 talented team members in Marketing and Communications, Media Productions and Parent and Community Support, as well as Spanish-language media support from Multilingual Education Services.

**Duties:** Press Secretary/Media Relations, Marketing/PR/Promotions, Print & Online Publications, Internal Communications, Event Planning, Alumni/Parent & Community Engagement, Partnerships & Volunteers, Social Media/Website, Television Operations

Consultants: External web hosting, occasional photography support

**Social media** is handled by multiple people, primarily Social Media/Web Marketing Specialist, News and Media Relations Manager, and as needed, the Division Director and Special Projects/Employee Engagement Specialist. The average amount of time spent on social media each week is 35-40 hours.





Albuquerque Anchorage Arlington Atlanta Austin Baltimore Birmingham Boston Bridgeport **Broward County** Buffalo Charleston Charlotte Chicago Cincinnati **Clark County** Cleveland Columbus Dallas Dayton Denver **Des Moines** Detroit El Paso

Fort Worth Fresno Greensboro Hawaii Houston Indianapolis Jackson Jacksonville Kansas City Long Beach Los Angeles Louisville Miami-Dade Milwaukee Minneapolis Nashville New Orleans New York City Newark Norfolk Oakland Oklahoma City Omaha **Orange County** 

Palm Beach Philadelphia **Pinellas County** Pittsburgh Portland Providence Richmond Rochester Sacramento San Antonio San Diego San Francisco Santa Ana Seattle Shelby County St. Louis St. Paul Tampa Toledo Tulsa Washington, DC Wichita

