JOB TITLE: CHIEF COMMUNICATIONS & COMMUNITY RELATIONS OFFICER  
DIVISION: COMMUNICATIONS AND COMMUNITY RELATIONS  
SALARY SCHEDULE/GRADE: II, GRADE 18  
WORK YEAR: AS APPROVED BY THE BOARD  
FLSA STATUS: EXEMPT  
JOB CLASS CODE: 8429  
BARGAINING UNIT: CLAS

SCOPE OF RESPONSIBILITIES
Provides administrative leadership for the management of Communications and Community Relations division. Assists the Superintendent of Schools in promoting overall efficiency and maximizing of operational and administrative services in support of educational opportunities for K-12 school students. Ensures the alignment of projects with foundations, grants and business partnerships, parent involvement, special projects, public information and communications.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Develops communication strategies that ensure accurate information is communicated clearly and succinctly to all stakeholders
Supports all areas of the system in order to present a unified, coherent message to its various audiences through an integrated communication approach
Ensures that releases/communications to media are accurate and time sensitive and build positive relationships
Develops and implements high-quality communications and marketing programs that effectively promote the District's services
Develops engagement strategies to ensure that all parts of the community are engaged with the District
Ensures that District staff is represented on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with community representatives and District staff
Communicates Board approved procedures to support District initiatives
Develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment
Attends all meetings of the Board of Education and provides input
Ensures compliance with federal laws
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates employees as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Master's Degree or Bachelor's Degree with equivalent years experience within the field of communications or community relations
Five (5) years work experience
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<th>Ability to articulate vision of best practice for instructional programs</th>
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<td>Demonstrated leadership ability within diverse groups</td>
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<td>Effective communication skills</td>
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<th>DESIRABLE QUALIFICATIONS</th>
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<td>Experience with media outlets, community groups, or similar agencies</td>
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<td>Leadership experience in implementing operations in school district</td>
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<td>Experience in a diverse workplace</td>
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