



Job Posting 2021-2022 School Year

Communication Coordinator

The Lebanon City School District is seeking qualified applicants for the position of Communications Coordinator.

Interested persons should apply by following the directions below:

Log onto the Lebanon City Schools Website www.lebanonschools.org

- From the Home Page, Click on **Employment**
- Then **Available Positions**
- Then **Positions**
- You will see a list of available positions, click on the red Apply Button next to the position you're interested in applying for, and this will take you to The Greater Cincinnati School Application Consortium to complete an online application.

- Internal Applicants (Lebanon City School Employees) please email Letter of Intent to bergman.kim@lebanonschools.org

Candidates are asked to submit:

- A letter emphasizing qualifications and reasons for interest
- An up-to-date resume
- A completed application

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Posting expires at 4:00 p.m. on Friday, October 22, 2021.

10/12/2021

**LEBANON BOARD OF EDUCATION
JOB DESCRIPTION**

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| Position: | Communications Coordinator |
| Reports to: | Superintendent |
| Employment Status: | Regular/Full-time |
| FLSA Status: | Exempt |
| Bargaining Unit: | N/A |
| Description: | Directs, coordinates and oversees implementation of the district's communications and public relations program. Provides a proactive system of internal and external communications. |
| NOTE: | The below lists are not ranked in order of importance |

Essential Functions:

- Professionally manages the development, delivery, and advancement of district communications
- Cultivates relationships that promote a strong commitment of public support for the district
- Provides administrative direction and oversight of district websites and social media.
- Prepares print & digital materials, manages production timelines and ensures content is accurate and appropriate (school activities, human interest stories, special events, etc.)
- Develop and maintain a communication plan for all aspects of district communications.
- Provides administrators an opportunity to proof materials before publication
- Serves as an advisor to the superintendent and active member of the administrative team
- Maintains communication and adequate records necessary in reporting to the Superintendent and Treasurer
- Establishes a working relationship with the media
- Serve as a spokesperson for the district and serve as communication point person for crisis communication
- Collaborates with staff to develop strategies that enhance communications with the public
- Prepares all state and federal reports concerning the communications operation of the district
- Coordinates communications workshops for district staff, as requested
- Coordinates the evaluation of all communications personnel
- Work with treasurer on all aspects of the budgeting process including preparing an annual budget to sustain program expenses, monitoring expenditures to ensure cost-effective operation
- Supervises and assists with planning/coordination of recognition programs for students and staff.
- Serves as a resource and liaison between administrators, staff and parent/community organizations and other educational entities.
- Works with administrative staff to coordinate community forums, focus groups, dialogue sessions as needed
- Photographs school events. Organizes digital photo/video files. Creates media products
- Coordinates preparation/clean-up activities for public events. Plans for equipment needs (e.g. cabling, computer, interactive whiteboards, power supply, projector, video/audio, etc.)
- Assists with the production of radio/television shows and advertisements as directed
- Directs special project committees including but not limited to the development and coordination of talking points and collateral pieces to support ballot initiatives such as operating levies and bond issues
- Prioritizes and completes assigned tasks within required time-frames
- Facilitates compliance with all pertinent local, state, and federal laws
- Complies with the Licensure Code of Professional Conduct for Ohio Educators

- Collects, evaluates, and makes recommendations for communications program based on accurate program data
- Maintains respect at all times for privileged and confidential information, e.g., student and staff records
- Participates in local, state, and national conferences and seminars
- Keeps current with professional standards associated with work duties
- Enforces drug-free workplace rules, board policies and administrative guidelines/procedures
- Maintains a professional appearance and wears work attire appropriate for the position
- Maintains an acceptable attendance record and is punctual
- Complies with district procedures and federal/state laws when dealing with discrimination, suspected child abuse/neglect and when inappropriate behavior is encountered.
- Attends meetings and in-services as required
- Interacts in a positive manner with staff, students, caregivers and community.
- Attend and cover after school and evening events as requested by the superintendent.

Other Duties and Responsibilities:

- Perform other duties as required by the Superintendent

Qualifications:

- Bachelor's degree (B.A.)- Preferably in public relations, mass communications, or equivalent experience
- Administrative skills verified by training and work experience in communications, journalism, marketing, public relations, or closely related field with two to three years prior experience preferred.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct
- Maintains a valid drivers license.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Excellent public relations skills
- Knowledge of the public school system and issues related to public engagement preferred
- Ability to influence the school district's dynamic, political, social economic, legal and cultural environment
- Analyze and present professional information in a clear an easy-to-read format
- Display flexibility, reliability, self-discipline and a willingness to take on challenging tasks
- Effective supervisory, communication, problem solving and time management skills
- Versatile writing/editing skills and expertise in graphic design, photography, and videography
- Proficiency with current technology for performing duties; including website content management systems, digital cameras, and graphic design software

Equipment Operated:

- Computer/printer
- Copy/Fax machine
- Motor vehicle
- Audio/Visual Equipment
- Telephone

Additional Working Conditions:

Safety is essential to job performance. Employees must comply with workplace safety regulations, health laws, and district district procedures if duties involve any of the following situations:

- Evening/weekend/summer work
- Operation of a vehicle in inclement weather conditions
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

- Requirement to travel, both daily and overnight
- Exposure to bloodborne pathogens and/or communicable diseases
- Exposure to weather conditions and/or temperature extremes
- Exposure to airborne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces
- Encounters with rude, angry, and/or unpleasant individuals

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.