



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR COMMUNICATIONS AND INFORMATION
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I/GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8139
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides assistance in implementing and developing programs that increase awareness of key District initiatives within key internal and external audiences.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in the development of publications and other materials designed to update and inform all District employees

Generates articles and other stories that highlight the District's strategic plan

Assists in the organization of key employee events (i.e., Administrator Kick-Off, Retirement Dinner, etc.)

Develops, writes and coordinates recognitions for Jefferson County Board of Education meetings

Produces monthly parent newsletter with relevant information for families about District initiatives and upcoming events and produces the weekly newsletter "Great Stories to Share"

Assists in the development of a social media strategy to promotes District information for stakeholders

Organizes surprise visits to schools by the Superintendent to honor employees as part of the "I Love My Job" campaign

Develop ideas to present to members of the media recognizing success in the District and spotlighting student achievement

Coordinates and organizes media interviews for weekly "I am JCPS" series highlighting employees

Produces content for JCPS videography department

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

Bachelor's Degree

Two (2) years of experience writing speeches, news releases, and other internal/external communications

Two (2) years of experience working directly with members of the media

Two (2) years of planning and managing internal/external events

Effective communication skills

DESIRABLE QUALIFICATIONS

Prior experience in an educational institution

Prior experience in a diverse work place

