

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title: **Community Relations Coordinator**  
 Pay/Pay Range: **Established annually by the BOE**  
 Pay Schedule: **Bi-weekly over 26 pays**  
 Prepared/Revised Date: **May 2022**

Reports To: **Superintendent**  
 FLSA Status: **Exempt**  
 Work Schedule: **4 hrs/day (on average)**  
 Work Year: **225 days**

**SUMMARY:** The Community Relations Coordinator reports directly to the Superintendent of Schools and is expected to facilitate mutually supportive relationships between Minooka 201 and the community. The responsibility and goal of this position is to showcase and communicate, to the Minooka 201 community, the programs and events that are happening in Minooka 201; as such, this part-time position is designed to work responsively to the timing of those events and happenings within the learning community. While some work will require the Coordinator to report to the school buildings and an office setting, there is flexibility in arranging work hours and workdays to best meet the needs of both the District and the part-time Coordinator as well. The Community Relations Coordinator must demonstrate support for the Mission, Beliefs, and Goals of Minooka 201 while upholding the established Board of Education policies, regulations, and administrative procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Serve as liaison between the school district and various media outlets for the purposes of ensuring accurate dissemination of information relative to the district while also managing all information through the lens of confidentiality.	Daily	10
2. Develop a comprehensive communication plan for the District, including the management of multimedia (pictures, videos, podcasts, etc) and district social media accounts.	Quarterly	5
3. Assist with developing urgent or emergency communications for schools or the district.	As Needed	5
4. Oversee, evaluate and develop district communications and publications for distribution to stakeholder groups and the community.	Weekly	10
5. Collaborate with Principals, teachers, and parents to identify newsworthy events which showcase district initiatives.	Weekly	5
6. Work with the Director of Technology to ensure that information posted to the District website and all affiliated sites, is timely, accurate and updated.	Weekly	5
7. Facilitate positive relations with students, parents, administration, staff, Board of Education, and the community for the purpose of unifying efforts of all stakeholders.	Daily	25
8. Foster a strong relationship between the district and parent groups, chamber, village and related agencies toward the vision and mission of Minooka 201.	Weekly	5
9. Participate in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to successfully execute the duties of this position.	Weekly	10
10. Assist with the development of reports and presentations as directed by the Superintendent and/or designee.	Daily	15
11. Perform additional duties as assigned by the Superintendent and/or designee	Ongoing	5
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Degree in Public Relations, Communications or related areas, preferred but not required.
- Experience in Public Relations (or similar field) that includes communications strategy development, writing, editing and project management of communications directed to internal as well as public audiences in venues such as print, video, broadcast and digital media.
- Working knowledge of internal and external public relations programs/processes with the ability to organize workload to handle multiple projects simultaneously under tight deadlines.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication
- English language skills
- Bilingual oral and written communication skills preferred but not required
- Advanced interpersonal skills
- Advanced leadership, management, problem solving, collaboration, and team-building skills
- Advanced time management, organizational, multi-tasking skills
- Ability to demonstrate good judgment and maintain a “global” perspective
- Ability to analyze and interpret data for the purposes of gathering and reporting
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Advanced word processing and presentation development skills, familiarity with website content management systems, knowledge of print and electronic communication formats, and proficiency in software related to a senior communications role.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Advanced operating knowledge of and experience with personal computers, peripherals, and office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Advanced operating knowledge of and experience with collaborative software, such as Google Suite, Microsoft One or similar sharing tools
- Operating knowledge of and experience with education software, including student information systems and special education reporting software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>
	Superintendent

<b>Direct reports:</b>	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
	None	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL, SENSORY AND ENVIRONMENTAL DEMANDS:**

Physical: The employee is frequently required to sit; stand; walk; use hands and fingers to handle or feel; sit continuously for extended periods of time; reach with hands and arms. The employee must have the ability to use a keyboard and equipment typically found in an administrative work setting. The employee may occasionally be required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 51 pounds.

Sensory: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, read and interpret documents and instruction; frequent identification of letters, numbers and symbols in a technology environment.

Environmental: While performing the duties of this job, the employee is exposed to equipment and noise levels typical of an administrative office environment and/or school setting.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.