



# SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

## Communications Coordinator

### Primary Function

The communications coordinator is responsible, in collaboration with the District Superintendent, for providing oversight and maintaining the District's internal and external communication channels.

### Organizational Relationship

The Communications Coordinator reports directly to the District Superintendent.

### Qualifications

- Bachelor's degree in Communications or the equivalent
- Demonstrated understanding of media relations and marketing
- Demonstrated experience with social media and skill with working with the public.
- Working knowledge of technology including website editing and posting, G-Suite, Canva (or similar graphic design software) and other office technology.
- Experience with project management and collaboration including event planning.
- Ability to maintain effective public and co-worker relationships.
- Ability to understand and carry out oral and written directions.
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to physically move about the district buildings and grounds.
- Ability to speak, write, read, and understand English.
- Ability to handle student information with confidentiality.
- Position requires travel within the community.
- Fluency in a second language, preferred.

### Performance Responsibilities

1. Provide oversight of the District's communication channels.
2. Serve as the District's website administrator. Update and edit the District's website.
3. Annually, support the District in the designing, updating, printing, and distributing of the student handbook & calendar, staff/sub handbook, and other print materials.
4. Assist district in development, preparation and execution of communication plans related to District issues and initiatives.
5. Identify, in consultation with the Superintendent, projects that require ongoing oversight, presenting written updates on these projects to the Superintendent for review
6. Support the Superintendent and District Administration in creation of powerpoint presentations, written reports, and other documents.
7. Coordinates regularly occurring internal and external communications.
8. Represents District 69 in assigned community networks.
9. Participates on leadership teams and committees as assigned.
10. Coordinates photography, video and signage projects.

11. Serve as a liaison for district departments and family organizations to ensure information is disseminated in an accurate and timely manner.
12. Serves as an event lead/coordinator for many district wide events including the Back to School BBQ, staff recognition events, and other internal/external events.
13. Prepare and distribute press releases for district-wide news, issues, or special events in partner districts.
14. Maintain relationships with local media and arrange for media coverage of partner district events and strategic initiatives.
15. Develops and implements publications (flyers, newsletters, letters, information bulletins, programs) for schools and departments, including the distribution/display of such publications.
16. Works with district administration, principals, teachers and parents to identify newsworthy events
17. Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent of Schools.

### **Term of Employment**

This is a 12 month position (260 work days) that has a potential non-traditional schedule with hours as early as 7 a.m. or late as 9 p.m. Salary established by the Board of Education.

This position is paid on a salary basis and is exempt from overtime requirements under state and federal law. The salary constitutes full compensation for any and all hours worked during each workweek.

### **Evaluation**

Performance will be evaluated in accordance with D69 Board policies