Adams 12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title**:**	**Communications Administrator, Learning Services**	Job Code:	**070611**
Job Family:	**Non Certified**	FLSA Status:	**Exempt - E**
Pay Program:	**Administrative**	Pay Range:	**L10**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for the development, coordination and implementation of internal communication efforts to most effectively support district strategic goals. As part of the district's overall communication efforts, provides strategic advice and counsel to the Learning Services executive team and other district managers, and develops comprehensive communication plans to include various communication activities (letters, surveys, summaries, spreadsheets, videos, graphics, slideshows, brochures, guides, etc.) to support Learning Services goals. Develop, implement and evaluate the annual internal communications strategy including measurable outcomes for increasing staff engagement, aligning teams and individuals, and shaping a positive culture.

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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide strategic advice and counsel to the Learning Services executive team and other district leaders in developing comprehensive communication plans that drive staff engagement, help shape a positive culture and support student success. Gather and analyze information to determine the most appropriate communications strategies and activities to support desired outcomes.	Daily	30%
2. Develop, write and deliver communications activities and tactics, including but not limited to letters, executive summaries, spreadsheets, surveys, graphics, videos, brochures and reference guides in support of district-level work to enhance student achievement and staff engagement. Develop similar activities and tactics, in conjunction with Communications Services team, to support other divisions in the district.	Daily	30%
3. Manage digital content of multiple online resources such as the district and staff websites, professional development platforms, video storage provider, etc. Using content management systems, oversee consistency and delivery of digital resources and related communications.	Daily	15%
4. Serve on Communications Services and Learning Services leadership teams. Provide support, strategic advice and counsel regarding various district communications efforts. Provide media prep support for district media relations and crisis communications for print, radio, Webcasts and TV news. Write and edit articles for district publications. Serve as backup for chief communications officer and communications manager.	Daily	10%
5. Respond to inquiries to Learning Services, Superintendent's Office and/or Communications Services.	Daily	15%
6. Performs other duties as assigned.	Ongoing	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Communications or related field.
- Three (3) years minimum related work experience in communications. Experience in education preferred.
- Two (2) years of project management experience.
- Public speaking and community engagement experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid driver's license required.
- Ability to travel frequently between district and outside facilities.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability with dynamic online digital media management and production experience utilizing a variety of Content Management System platforms including: Drupal, Google Drive, MS Office and SharePoint.
- Demonstrated consistently strong executive-level writing experience for a wide variety of internal and external audiences.
- Experience with and working knowledge of Associated Press (AP) style and techniques.
- Commitment of time outside the regular workday schedule to meet necessary deadlines, complete job assignments and maintain customer satisfaction.
- Ability to respond effectively to short notice demands and to manage multiple priorities.
- Ability to communicate complex ideas, programs, systems and processes in easy-to-understand language.
- Ability to meet strict deadlines.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to exhibit a professional manner.
- Ability to demonstrate consistent work ethic and respect necessary to maintain a cooperative and cohesive work environment.
- Ability to consistently demonstrate excellent customer service skills.
- Supervisory and management skills.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Academic Officer	100223

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

OTHER:

- Must have immediate transportation to be able to go to school sites and other locations necessary to shoot video necessary to create educational programming for FSSTV.
- This person is required to have a mobile communications device and be able to respond within an appropriate amount of time.

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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	

Up to 25 pounds			X	
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	**Required**
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	**Exposure Level**
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	