

Director of Communications

Duties and Authority

The Director of Communications must provide leadership for creating and implementing district-wide communications and public relations operations, services and strategic planning with external and internal audiences. The Director of Communications coordinates direct media relations, website content, community relations services, strategic publications, public engagement and community outreach to meet district needs and serves as the District's media spokesperson and press liaison for media inquiries (print, radio, website, television) or for press releases initiated by District 99.

Administrative Relationship

The Director of Communications is employed by the Board of Education and reports to the Superintendent of Schools.

Qualifications

The Director of Communications must have a Bachelor's Degree (MA preferred) in Journalism, Public Relations or related field of study, and a minimum of five years' experience in public relations or communication environment.

Evaluation

The Superintendent shall annually evaluate the Director of Communications and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Director of Communications shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Director of Communications. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Director of Communications shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Communications shall have vacation periods as approved by the Superintendent.