

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: COMMUNICATION COORDINATOR

GENERAL DESCRIPTION: The Communication Coordinator holds an important position by communicating the good things that are happening in Epping Schools. The purpose of this position is to promote special events, school programming, and other good news for the school. Candidates will be interviewed by the school administration. The Communication Coordinator will be appointed for a one-year term and assessed by the school administration during this term. This position is in addition to one's primary responsibilities and may require time before and/or after school.

QUALIFICATIONS:

1. District employee
2. Knowledge of school programs and events
3. Strong communication skills
4. Good organizational skills
5. Ability to work cooperatively with school staff and administration
6. Ability to work cooperatively with mass media personnel and ETV crew.

CLASSIFICATION: This position is designated as an administrative stipend position subject to School Board Policy.

REPORTS TO: School Principal

PERFORMANCE RESPONSIBILITIES:

1. Keep current with upcoming school activities and events.
2. Report communication activities to school administration.
3. Submit information to school and district webmasters.
4. Notify community of upcoming events on ETV.
5. Invite School Board to special school events.
6. Submit articles to local newspapers.
7. Contact reporters to attend special events.
8. Arrange for taping of school events.
9. Request ETV air time with the district office to televise school activities and events.
10. Perform other responsibilities associated with this position as determined by school administration.

STIPEND: This position is in addition to one's regular school day responsibilities. Stipend is \$500 for the school year.