

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: COMMUNITY EDUCATION DIRECTOR

REPORTS TO: Superintendent or Designee

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting and community networking.

REPRESENTATIVE DUTIES:

- Plan and implement activities, projects and programs designed to improve school and community relations.
- Identify, supervise and coordinate the activities of volunteers who assist with community networking.
- Receive requests for speakers from within the school District and the community; schedule speakers and provide appropriate follow-up.
- Organize, implement and coordinate various activities involving senior citizens in District programs, activities and operations.
- Organize and oversee the operation of the District's distribution center; serve as the clearinghouse for publications and materials from external sources, mass mailings to targeted publications, mass distribution to schools and receiving, transmitting and logging requests for information packets.
- Monitor the supply of publications and brochures and notify appropriate personnel of needed reprints or revisions.
- Maintain confidential information appropriately and exercise good judgment when communicating with the public.
- Maintains regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Organization and planning skills.
- Projects and programs to enhance community relations.
- Publications and brochures related to community relations.
- Mass mailing and distribution methods and procedures.
- Basic computer operation.
- Interpersonal skills using tact, patience and courtesy.
- Policies and objectives of assigned program and activities.
- Principles and practices of supervision and training.
- Various life styles and community groups.

ABILITY TO:

- Supervise a variety of activities related to the development and implementation of the District's community relations efforts including audience, events and population targeting, community networking, the volunteer program, the speakers' bureau and senior citizen involvement.
- Organize and oversee the operation of the school District's distribution center.
- Receive, transmit and log requests for information packets.
- Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Plan and organize work.
- Meet schedules and time lines.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public relations, communications or related field and one year experience in a related field.