

JOB DESCRIPTION

TITLE SUPERVISOR, COMMUNICATIONS SERVICES

QUALIFICATIONS

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.

Education/ Experience	Bachelor's degree in Communications/Media, Journalism, Public Relations, or other related discipline; or three to five years related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities for this position. Computer skills required (e.g., ability to use e-mail).
Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, employees and the general public.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here 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. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Executive Director of Communication Services

GENERAL RESPONSIBILITIES

1. Supervises assigned District's Communications staff.
2. Serves as the Public Records facilitator for the District.
3. Substitutes for Executive Director of Communications Services in his/her absence assuming his/her duties as appropriate.

SPECIFIC RESPONSIBILITIES

1. Establishes a clearing house for commonly requested information about the school system.
2. Assists the Executive Director of Communications Services as he/she serves as official liaison with all news media representatives relative to activities, events, and/or circumstances involving the district.
3. Helps with the development and implementation of a broad scope public information program to effectively serve local citizens and other interested individuals, organizations, and institutions with accurate, timely and complete information concerning the district.
4. Maintains an open line of communication with district administrative center staff and building principals.
5. Assists with planning, development, production, and distribution of internal and external publications.
6. Serves as editor of the District's community e-newsletter "Collier Communicator."
7. Coordinates the design and production of print media advertising.
8. Maintains ongoing media relations including contact with media members.
9. Coordinates media inquiries, requests for interviews, news conferences, and the release of information via news releases.
10. Works with the Executive Director of Communications Services to coordinate marketing and program development for The Educational Channel.
11. Serves as field producer and on-camera co-host for the "School Zone" program.

12. Serves as host for the bimonthly "District Digest" television program.
13. Serves as co-host for the monthly "Parent Connection" television program.
14. Serves as host or co-host, as needed, for various "specials" airing on The Education Channel.
15. Assists with production of the live telecast of the "Open Mic-Open Dialogue" television program.
16. Assists with taping of originally produces CCPS video programming, when needed. (Operating cameras and/or control room assistance.)
17. Assists with production of live and/or taped meetings and events that take place in the School Board Meeting Room (including School Board Meetings/Workshops), when necessary, acting as director or audio assistant.
18. Acts and an e-Agenda editor, reviewing all agenda items before final approval.
19. Performs other duties as assigned.