

Communications Director Assistant
Extra Duty position

JOB OVERVIEW

- Extra Duty contract schedule, Category I
- Employed for 250 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment determined in May
- Reports to Communications Director

Qualifications

- Existing Sedalia 200 contracted employee
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Excellent communication skills and a positive attitude toward generating successful teamwork
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Working Conditions

- Spend the necessary time required to fulfill the duties of the position
- Work cooperatively with administration and staff throughout the district
- Work cooperatively with community groups
- Ability to meet strict deadlines

Responsibilities and Duties

- Executes communication strategies to inform the public about specific problems or situations
- Serves as a source of information about the schools to individuals, groups from the community, and within the school district
- Assist with oversight of electronic communications to include the district's web pages, mass notification platform, social media, smartphone app
- Demonstrate professionalism and appropriate judgement in behavior, speech, dress, and appropriate professional manner for the work setting
- Maintains strict confidentiality
- Perform other such tasks and assume other such responsibilities as may from time to time be assigned by the Communications Director

DISCLAIMER

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.

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Extra Duty position

Internal and external communications are vital to the success of Sedalia School District 200. This extra duty position would support and report to the Communications Director. Duties would include (but not be limited to) shooting photographs and video at student and district activities, use of Photoshop for photo editing, posting to the district's social media platforms, updating the district website, writing for district newsletters, writing news releases, messaging through the mass notification system, and serving as the Communications Director's backup when they are unavailable. This position requires availability in the evenings and occasionally on weekends. Experience in journalism, photography (digital cameras), marketing/PR and/or yearbook is advantageous.