



# ANCHORAGE INDEPENDENT SCHOOL DISTRICT

11400 Ridge Road, Anchorage, KY 40223 • 502-245-8927

## Vacancy Notice

Date Posted: April 5, 2021

Position: Communications Coordinator

Reports to: Principal/Assistant Principal

Work Year/Day: 156 days

Deadline for Submitting Application: April 21, 2021

Salary: Grade II, AISD Classified Salary Schedule

Effective Employment Date: July 1, 2021

### SCOPE OF RESPONSIBILITIES:

The Communications Coordinator will assist the staff with communication to meet the educational needs of students and carry out the mission and goals of the school and the District.

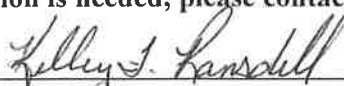
### MINIMUM QUALIFICATIONS:

1. Demonstrated ability to collaborate with others to achieve goals.
2. Strong written and oral communication skills.
3. Strong technology skills, including proficient in MS Publisher, MS Word, webpage editing tools, video editing software, etc.
4. Minimum of three (3) references
5. High School Diploma or G.E.D. (Related college degree preferred)

### PERFORMANCE RESPONSIBILITIES:

1. Support the work of the staff in the areas of lunchroom programming, athletic programs, emergency plans, summer school programs, school facility enhancement, and supervision schedules, which ensures that the needs of the school and the requirements of the state in these areas are met.
2. Promote awareness of the educational and extra-curricular activities for current and future students.
3. Attend team and department meetings with faculty and staff on a regular basis to stay informed of upcoming and ongoing activities in order to assist with planning communications, which include but are not limited to social media posts, newsletter articles, and news releases.
4. Plan and organize the annual student award ceremony.
5. Collaborate with staff, including club sponsors, after-school program coordinator, athletic director, athletic coaches and APTA committee chairs to maintain a central calendar of all activity meetings and events, and distribute this to the school community.
6. Create and assist staff with creating written content for both print and online communications, including content for the school website, brochures, handbooks, surveys, school screen displays, school letters, and district newsletter.
7. Assess the effectiveness of school communications, stay abreast of new and emerging communication trends and make recommendations for changes that will lead to more effective and efficient communication with all members of the school community.
8. Manage school website in order for all sections to remain updated and for school and student activities to properly be promoted to parents and other interested parties.
9. Manage all school social media accounts.
10. Manage school newsletter.
11. Perform such other related tasks and assume other responsibilities as the Principal may assign.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office at 502.245.8927.

  
\_\_\_\_\_  
Kelley F. Ransdell, Superintendent

*The Anchorage Independent Board of Education does not discriminate on the basis of race, color, religion, sex, genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions. (AISD Policies 03.113 & 03.212)*