

## Foothills Education Center

### Foothills Communications Coordinator- District-Wide (253)

#### JOB POSTING

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#### Job Details

*Posting ID*                    **253**

*Title*                            **Foothills Communications Coordinator- District-Wide**

*Description*                 **NOTE: ALL VACANCY POSTINGS ARE PENDING UNTIL BOARD APPROVED.**

REPORTS TO: Superintendent

PRIMARY LOCATION: District (Travel to Foothills sites not necessarily required)

SALARY RANGE: \$30.00/Hour (10 to 15 hours per month)

SHIFT TYPE: Part-time

**QUALIFICATIONS:**

- Minimum of Master's degree with valid Georgia leadership certificate and a minimum of three years of leadership experience preferred
- Degree in Communications or related field preferred
- Strong written and verbal communication skills including the ability to write, format, edit, and publish communications documents
- Ability to gather and analyze data
- Experience using ad hocs to pull data from Infinite Campus to complete system-level reports.
- Experience producing communications documents and reports at the district level for a K-12 educational setting preferred

**JOB GOAL:** To produce monthly site reports and a monthly newsletter to communicate information related to Foothills Education Charter High School to stakeholders.

**DUTIES:**

1. Gather and synthesize data from Foothills sites on a monthly basis.
2. Produce and edit monthly site reports for all Foothills sites.
3. Communicate data for monthly reports to Superintendent and site directors for review.
4. Address questions related to data raised by site directors.
5. Gather information for monthly newsletter that highlights happenings at Foothills sites.
6. Communicate with site directors regarding highlighting various programs and students.
7. Write, format, edit, and publish monthly newsletter for Foothills.
8. Other communication duties and reports as assigned by the Foothills superintendent.

<i>Shift Type</i>	<b>Part-Time</b>	<i>Salary Range</i>	<b>\$30.00 to \$30.00</b>
<i>Salary Code</i>	<b>Per Hour</b>	<i>Job Category</i>	<b>District Administrative</b>
<i>External Job Application</i>	<b>Administrative</b>	<i>Internal Job Application</i>	<b>Administrative</b>
<i>Location</i>	<b>District Wide</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

#### Job Application Timeframes

<i>Internal Start Date</i>	<b>04/22/2016</b>	<i>General Start Date</i>	<b>04/22/2016</b>
<i>Internal End Date</i>		<i>General End Date</i>	

#### Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
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**Foothills Communications  
Coordinator**

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**Alternate Job Contact**

*Name*

*Title*

*Location*

*Phone*

*Email*

**References**

*Automatically Send  
Reference Check*

**Yes**

*Reference Check Form*

**Certified Survey**