

# PR Position

**JOB TITLE:** PR Position

**REPORTS TO:** Superintendent

**EVALUATED BY:** Superintendent

**PURPOSE:** To predominantly get the good news out about Teton District 401; such as current programs, student achievement, practices, strategic plan...

**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:** High school diploma minimum. Preference may be given to applicants with previous experience and/or college education.

**Experience:** Strong experience and knowledge of the school district, school board, district strategic plan, school bond efforts, strategies to best communicate using traditional (newspaper, brochure, parent letters, etc.) and digital systems (Website, Blog, Social Media, Email blasts, etc.).

**Other Skills and Abilities:** Ability to demonstrate a high degree of competence in typing, filing, and general computer knowledge. Ability to relate to patrons and students tactfully and to work harmoniously with other district employees and maintain strict confidentiality of personal information. Possess good organizational abilities and skills, and exceptional communication skills.

## **PERFORMANCE RESPONSIBILITIES:**

1. Provides newspaper articles bi-monthly and as needed
2. Replicate TVN Articles to post to the district website and work with web master
3. Replicates articles and other current highlights/information to the district Facebook page
4. Runs reports and analysis on district social media outreach, report progress to superintendent
5. Periodically presents to community groups, city councils, in collaboration with the superintendent etc.
6. Communicate updates and information to staff, parents and community members
7. Attend monthly school board meetings
8. Other duties as may be assigned by the Superintendent

9. Supports and adheres to all school district policies.

**TERMS OF EMPLOYMENT:** This position shall be considered in all respects “employment at will.” The terms and descriptions set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

January-July 1, 2018 (at which point the position will be reviewed by the superintendent and school board)

This position may be a part-time employee with benefits, or consultant basis, to be negotiated with the superintendent.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person’s designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations, and policies which have been reduced to writing and made available to the employee at the building principal’s office and the district-wide administration office.

Employee’s Signature \_\_\_\_\_  
Date: \_\_\_\_\_

Period of Employment (i.e. – hours/day, days/year): 15-20 hours per week

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