



- Assists the Community Relations Department with a variety of events including the Retirement Dinner, Partnership Breakfast, Open Enrollment Fair, Run to Read and Holiday Adopt-a-School programs.
- Analyzes the effectiveness and efficiency of communication efforts and make suggestions for improvement.
- Is available during off hours, when needed, to post to website, update social media or send SchoolMessenger communications.
- Attends Board of Education meetings when Community Relations Director cannot attend.
- Provides support to district staff as needed related to the use of communication platforms in the district.
- Assures compliance with applicable laws, regulations and district policy regarding transparency, the disclosure of public information and accountability.
- Stays current with the best practices of the public relations profession.
- Other duties as assigned.