

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Communications and Public Relations
Department: Communications and Public Relations
Reports to: Executive Director of Community and Government Relations
Prepared Date: January 2015

SUMMARY OF RESPONSIBILITIES

Direct the formal communications, public relations, marketing, public engagement strategies and activities of the Anoka-Hennepin School District. The position serves as district spokesperson and creates a favorable public image for the District by performing the following duties:

DUTIES AND RESPONSIBILITIES

- Provide advice and counsel to the superintendent, school board, and staff regarding the public relations opportunities and challenges associated with program and policy decisions. Keep the superintendent and other administrators informed of key issues that have implications for the district.
- Create and provide leadership for execution of strategic communication plans that support the district's mission, vision, and goals.
- Provide leadership and direction to the superintendent, school board, and staff for referendum levy and bond information campaigns.
- Plan, develop, and manage strategies for assertive, proactive media relations that support the goals and objectives of the District. Direct the writing of new releases and proactive media contacts. Provide advice and counsel to district staff who serve as spokespersons in specific situations and serve as district spokesperson in sensitive and non-routine situations.
- Plan, develop, and direct the district's written publications and electronic communication targeted at staff, students, parents, and community. Work closely with superintendent and administrators to ensure accurate and timely information is shared through all appropriate channels, including community newsletter, e-newsletters, website, social media, brochures, videos, presentations, etc.
- Develop and implement public engagement initiatives that inform district decision-making including staff/citizen based task forces, community surveys, forums, and others. Develop and implement specific communication initiatives that build positive relationships between the district and its stakeholders.
- Develop and implement marketing plans to support and strengthen the district's brand and image.
- Provide professional guidance to schools and departments on communication strategies and supervise creation of appropriate communication vehicles including videos, presentations, brochures, briefings, etc.
- Develop, provide, and supervise staff development for administrators and other staff in communication practices.
- Direct responses to inquiries and complaints received by the district from students, parents, community, and school personnel.

- Supervise School Board recognition of students, employees, and public.
- Develop and direct communications for response to crisis and serve as, or directly support designated crisis spokesperson(s).
- Serve as designated authority for public data not relating to individuals.
- Evaluate communications and public relations programs through solicitation of feedback, both formal and informal.
- Prepare and monitor department budget.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Perform such other tasks and assumes such other responsibilities as the Executive Director of Community and Government Relations may assign.

SUPERVISORY RESPONSIBILITIES

Directly supervise assistant director, communications specialist, and department secretary. Responsible for overall direction, coordination, and evaluation of the Communications and Public Relations Department. Carry out supervisory responsibilities in accordance with school district policies and applicable law. Duties include interviewing, hiring and training employees, planning, assigning, and directing work; appraising performance; imposing discipline; addressing complaints, and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Public Relations, Mass Communications, or related area. Masters degree preferred.

Requires ten years in public relations, preferably in an educational setting.