**DAVID DOUGLAS SCHOOL DISTRICT**

Vacancy Notice for the Position of

**Director of Communications, Family Engagement and Strategic Partnerships**

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| ***Position:*** | **Director of Communications, Family Engagement and**  **Strategic Partnerships** |

DAVID DOUGLAS SCHOOL DISTRICT #40

JOB DESCRIPTION

Administration

**JOB TITLE: Director of Communications, Family Engagement and Strategic Partnerships**

**Reports to: Superintendent/Assistant Superintendent**

**Job Purpose Statement:** The position of Director of Communications, Family Engagement and Strategic Partnerships provides districtwide leadership in the management and implementation of both internal and external communications systems and ensures that all stakeholders and community members are informed and connected to the district’s overarching vision and mission. The Director is responsible for the planning, development, and execution of internal communications, district-to-patron communications, media relations, grant information coordination, special information campaigns, and districtwide business partnerships. As a district leader, this position is responsible for the development and implementation of intentional strategies crafted to both improve equitable student outcomes and support the district's strategic plan and vision.

**Essential Job Functions:**

* **Facilitate** the district’s communication program and advise the administration and board on communication theory, research, and models
* **Envision** and **create** a strategic approach to communications programming with attention to maximizing available resources
* **Contribute** to website- and technology-based communication efforts
* **Answer** public requests for information; maintain background files; keep historical records; and plan for district anniversary celebrations
* **Coordinate, maintain** and **enhance** the key communicator network
* **Assess** the public’s knowledge and attitudes about the district, and use the information effectively
* **Cooperate** with district administrators and other staff members, as appropriate, in publicizing and promoting special events, performances, exhibitions, displays, or dedications sponsored by the schools or district
* **Review** and **edit** all district publications disseminated to the public
* **Develop** budget / bond issue information
* **Maintain** effective relationships and contact information for media representatives
* **Prepare** story ideas, media releases, and statements about district new items
* **Develop** brochures and materials for recruitment of candidates, promotion of district programs, and general information about the district
* **Prepare** the superintendent, or designated spokesperson, for interviews with the media
* **Serve** as information liaison between the district and community
* **Act** as liaison to the David Douglas Educational Foundation
* **Direct** the Special Projects department to assure quality services are provided in a timely manner
* **Orchestrate** a range of employee communications including newsletters, electronic communications, and special event notifications
* **Assist** the superintendent in preparation of materials for presentations, speeches and major written communication

**Other Job Functions:**

* **Models** and reinforces a laser-like focus on equity-based strategies and practices
* **Work** directly with the superintendent to advise on districtwide direction related to community relations and strategic direction
* **Work** closely with Cabinet members and other district staff to coordinate services and support district initiatives
* **Key relationship** with Chamber of Commerce and Community Agencies, Community
* Groups and Organizations: Acts as liaison with any groups interfacing with the district
* **Serve** as a member of superintendent’s cabinet
* **Plans** and directs the District’s public information program, establishing two-way communications with both internal and external audiences
* **Leads** proactive media relations to help elevate the district, schools, students and staff profiles locally, regionally and nationally
* In conjunction with the emergency operations center, **leads** crisis response for school-based emergencies and district-wide events
* **Provides** districtwide leadership and training for communications best practices. **Creates** inclusive communication plans to elevate the voices of Latinx, Black, African-American, Pacific Islander, Native American and LGBTQ+ students, staff and community members
* **Develops** and **directs** implementation of community partnerships focusing on partnerships that impact the total district and benefit our students and their families
* **Establishes** and **maintains** cooperative relationships with Chambers of Commerce, community agencies, advocacy organizations, and explores ways and means of creating business partnerships using community and school resources in the total education program
* **Provides** leadership for an office that manages internal communications, external communications, two-way community engagement with diverse populations, crisis communications, media relations and public record requests
* **Prepares** and **recommends** capital and operating budgets for Communications and Community Relations, and controls expenditures within operating budget
* **Directs** work and **evaluates** the performance of all assigned staff
* **Provides** communication support to the Superintendent and School Board
* **Prepares** long- and short-term plans for communications, community relations, grant and business partnership acquisition
* **Perform** other duties, as assigned

**Job Recommended Requirements-Qualifications**:

**Experience Preferred:**

Minimum of three (3) years in professional and managerial experience in public administration, communications, or a related field.

**Skills, Knowledge and/or Abilities Required:**

*Skills*: Strong written and verbal communication, problem-solving, and budgeting skills.Ability to lead, manage, plan, direct and evaluate the work of others. Strong interpersonal skills and ability to establish and maintain effective relationships. Work harmoniously with administrative personnel, staff, parents, and community. Exhibit high level of personal and professional integrity and ethics.

*Knowledge* of current rules, policies, regulations, and laws relating to curriculum; employee relations, staff planning, best practices, and the district budget.

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, recall and maintain records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Moderate degree of physical stamina, with occasional lifting of up to 40 pounds. Ability to move freely around the office, making frequent trips from desk to counter, files and other locations within the building. Ability to use telephone, computer and other office equipment for extended periods of time.

**Education/Licenses Preferred**:

Master’s degree in public administration, communications or a related field or accreditation in Public Relations.

Valid Driver's License and evidence of insurability.

Multi-Cultural preferred. Bi-Lingual preferred. Proficiency in written and oral Spanish preferred.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**Terms of Employment**: 260 days per year. Salary to be established by the Administrative Salary Agreement.

**Evaluation**: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check.  David Douglas School District’s Human Resources will designate where and when the testing will be conducted.  The offer of employment will be withdrawn from candidates who test positive for drugs.

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**Position start date is July 1, 2023**

**Locations: District Office**

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| ***Qualifications:*** | **The District is searching for a strong leader with a deep understanding of inclusivity: related to elevating the voices of Latinx, Black, African-American, Pacific Islander, Native American and LGBTQ+ students, staff and community members.** |

We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don’t believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application. Preference will be given to those applicants with work or lived experience with culturally, linguistically and racially diverse communities.

***Salary:***            Salary and benefits based on 2023-2024 Administrator agreement

260 day contract

***Application Process:***

Please submit:

1.      Complete the online TalentEd Recruit & Hire Application,

[https://daviddouglas.schoolrecruiter.net](https://daviddouglas.schoolrecruiter.net/).

2.       Include the following documents in your TalentEd Recruit & Hire application:

   Personal letter of application stating why you are interested in this position

   Current resume

   Statement of your philosophy about student achievement (1 page)

   Statement outlining the most innovative initiative or program you have created

(1 page)

  Three (3) letters of recommendation

3.      If selected candidates will complete an intensive interview process including: on demand activities, writing activities, and evaluation activities.

 All application materials must be completed in full.

**TalentEd Recruit & Hire application open until Jan 27, 2023, 4:00pm**.

***Suggested Timelines:* All dates and times are subject to change**

    Jan 13 – Jan 27, 2023 Application period

Jan 30 – Feb 3, 2023 Initial applicant screening, first review of application materials, and pre-reference checks

Feb 6 – Feb 10, 2023 Candidate interviews are conducted

Feb 13 – Feb 14, 2023 Follow up interviews with Superintendent/Assistant Superintendent

Feb 17, 2023 Candidate selection

Feb 28, 2023 DDSD Board of Education will offer a contract to the

successful finalist

July 1, 2023 Director begins duties

***David Douglas School District is***

***An Equal Opportunity Employer***