



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: COMMUNICATIONS NETWORK – 4 POSITIONS

QUALIFICATIONS:

1. Fills a full-time position on the district's faculty or support staff;
2. Possesses skill in written communication and/or photography;
3. Demonstrates interest in promoting awareness of student and staff accomplishments and district "news" to a variety of audiences; and
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Exhibits interpersonal skills.

REPORTS TO: Superintendent of Schools

JOB GOAL: Under the leadership of the Superintendent of Schools, to gather and organize building-level information and to take both black and white and color slide/photographs for communications activities and publications such as news releases, newsletters, Realtors' Day, school calendar, annual report, fact sheets, report cards, and Shareholders' Meetings.

PERFORMANCE RESPONSIBILITIES:

1. To assist the Superintendent in planning communications activities and publications for a variety of audiences and purposes.
2. To compile building-level data for school "report cards," school calendar, annual report and other publications and activities as outlined in cooperation with the Superintendent of Schools.
3. To take black and white (print) photographs for use in a variety of school publications.
4. To gather and organize information in the form of news releases and to take black and white (print) photographs for articles to submit to local news papers through the Superintendent's Office.
5. To take color (slide) photographs for use in school and/or district slide presentations.
6. To serve as a member of the district Communications Committee for K-12 articulation purposes.
7. To assist in planning a districtwide videotape for use with a variety of audiences and for a number of purposes.

8. To work with the Superintendent in designing tools to obtain input and feedback for district communications efforts.
9. To undertake other activities as needed to implement the Communications Program at the discretion of the Superintendent of Schools.

TERMS OF EMPLOYMENT: The Communications Network personnel may be required to perform services in connection with the job beyond the school day although release-time meetings of the Communications Committee will be provided. The stipend for the position will be paid for tasks completed as described in Performance Responsibilities and shall not be limited by hourly, weekly, or monthly schedules.

EVALUATION: The Communications Network personnel will be evaluated annually by the Superintendent in accordance with the provision of the Board-adopted policy concerning staff evaluations.

SOURCE: Regular Public Board Meeting

DATE: February 23, 1994