

**Hinsdale Township High Schools District 86
Job Posting**

JOB TITLE: Communications Coordinator and Assistant to the Administrative Chief of Staff

LOCATION: District Office

DEPARTMENT: Administration

SUPERVISED BY: Superintendent

WORK YEAR: 260 days– 12 months

This position supports the Office of the Superintendent in Hinsdale Township High School District 86 including the Superintendent, the Director of Communications, the Administrative Chief of Staff, and the Board of Education.

This position requires discretion, initiative and sound judgment as well as quality technical knowledge, the ability to provide a wide variety of administrative duties, and skills to coordinate a high volume of administrative detail in a fast-paced working environment. Must display a high level of discretion, maintain confidentiality and exercise sound judgment.

Administrative

- ★ Answers calls to the Superintendent; Administrative Chief of Staff; Director of Communications
- ★ Assist visitors, callers, parents and community members with complaints and requests for services or information
- ★ Receive incoming correspondence, mail, newspapers, etc. refer to appropriate staff for reply or action, respond as directed
- ★ Prepare, review and distribute agendas as assigned
- ★ Support response to FOIA by the Superintendent's Office / District FOIA Officer
- ★ Coordinate with other departments for District-wide onboarding and offboarding processes, including sign in IDs, access to software tools
- ★ Monitor and respond to District-wide inquiries regarding communications tools, interacting with other departments and personnel as appropriate to update records and notification preferences
- ★ Maintains files / electronic files to comply with District and state records management policies
 - Organize Superintendent's Office Files
 - Bring file cabinet up to date
 - Create electronic files as needed
 - Coordinate transfer of contract documents from Business Office to Superintendent's Office
 - Organize BOE Files
 - Bring file cabinet up to date
 - Coordinate scanning and shredding of BOE meeting docs
- ★ Archive BOE documents through online tool BoardDocs [Migrate documents from other sources]
 - Archive BOE documents in BoardDocs [resolutions, contracts, agreements, etc.]
- ★ Assist in monitoring budgets and coordinate submission of invoices and POs for expenditures in the Office of Superintendent, Director of Communications and Board of Education

- ★ Assist in managing the movement of contracts through legal review, approval by the Board, execution through the Business Office and final archive for the public
- ★ Coordinate Submission of District Reports to the ROE
- ★ Submit Annual School Calendar in IWAS
- ★ Occasionally completes errands out of the office [post office runs]
- ★ Follows security and student data/information protocols
- ★ Other duties as assigned

Communications

- ★ Assists in the maintenance of data for emergency communications software
- ★ Assists in the creation of digital and print collateral such as but not limited to letters, newsletters, e-newsletters, e-mails, and other documents
- ★ Maintains, compiles and works with appropriate staff at schools to maintain records of athletic, academic and activity achievements for Good News, newsletters, website and other public-facing communications
- ★ Monitors media and social media
- ★ Gathers data, fact checks information, formats and spell checks information for press releases and media outreach
- ★ Creates archive of press releases and media advisories, maintains publicity book of media placements, maintains and updates editorial calendar
- ★ Maintains photo library
- ★ Assists in content management, enforcement of branding and style guidelines, and ADA compliance of the District website supporting the Director of Communications and the Executive Assistant to the Superintendent
- ★ Optimizes end-user experience by monitoring analytics and other key indicators.
- ★ Supports implementation of effective emerging communications technologies.
- ★ Displays keen awareness of sensitive/controversial subjects and issues
- ★ Other duties as assigned

Qualifications

- ★ Bachelor's degree or equivalent experience
- ★ Excellent writing, copy editing/proofreading and grammatical skills required
- ★ Extremely detail-oriented and well organized with the ability to manage multiple tasks/deadlines at one time
- ★ Self-motivated; high degree of initiative
- ★ Strong interpersonal skills with the ability to work independently and in a team environment
- ★ Ability to adapt to changing priorities
- ★ Ability to communicate clearly and effectively, firm command of grammar and spelling rules
- ★ Knowledge of AP Style
- ★ Proficiency in Microsoft Office Suite and Adobe Acrobat
- ★ Experience with content management systems
- ★ Experience with Web-based mediums including streaming video, podcasts, etc.
- ★ Experience with Google and Google Analytics is a plus

TERMS OF EMPLOYMENT: 12-month employee. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Chief HR Officer.