

DIRECTOR II, COMMUNICATION SERVICES**DEFINITION:**

A Cabinet-level staff position reporting directly to the Superintendent; serve as the chief administrative director to the Superintendent; and serve as the communications officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide general administrative assistance to the Superintendent, including: preparation of reports; writing of communications as directed; preparation of special projects; and preparation of background on agenda items.
- Be the liaison between the Governing Board and Superintendent's office, including: follow-up on requests for information by Board Members; assignment of agenda concerns to the various divisions; assisting Superintendent in preparation of the update; assignment of requests emanating from Board Meetings to the various divisions and reporting back to the Superintendent; and assisting Superintendent in orientation of Board candidates and newly-elected Board Members.
- Be the liaison between the Superintendent and various elected officials at the State, Federal, and local level regarding matters pertinent to the District.
- Coordinate activities between the Assistant Superintendents and their respective divisions on behalf of the Superintendent; disseminate correspondence, reports, journals, and other written materials to the appropriate divisions on behalf of the Superintendent.
- Correspond and meet with the District's private legal counsel and County Counsel on behalf of the Superintendent and the Governing Board; coordinate and monitor Board Policies and Administrative Regulations under the direction of the Superintendent; update the Superintendent and staff on changes in legislation; serve as the Superintendent's resource person on questions relating to any of the various California codes.
- Act as District liaison for all District contacts with the media; maintain on-going communication on a regular basis with all press and electronic media; direct and coordinate the development and production of district publications, brochures, newsletters and press releases; serve as a consultant to teachers, staff and administrators on all matters related to public information; assist school staff in organization of newsletters and other communications to school community.
- Coordination of events with different employee groups.
- District lead for the organization of Public Records Requests.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Knowledge of all aspects of public school administration and the management of school districts; knowledge of the laws governing public education in California.

Ability to:

Ability to write and speak well; ability to organize and work independently; ability to revise priorities in accordance with the requirements of the Superintendent and the needs of the District; ability to be flexible and work at a variety of tasks with ease; ability to exercise confidentiality; ability to work in a conflict arena; ability to handle people who are upset; ability to concisely present a point of view.

Experience:

Five years of experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work-related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Valid California driver's license. Individuals with Administrative Credentials are encouraged to apply.

Board Approved: April 18, 2024