

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

May 17, 2022

**The Autauga County Board of Education is now accepting applications for the positions of:** Coordinator of Communications

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Current Alabama Teacher's Certificate, Class A or higher, with an endorsement in educational administration or other qualifications that the Board deems acceptable.

**Effective Date:** July 1, 2022

**Salary:** \$91,117 - \$101,661 (ACBOE approved salary schedule based on rank, certification, and experience)

**Application Information:** Go to

[https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500)

to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** June 1, 2022 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment  
1. Job Description

## COORDINATOR OF COMMUNICATIONS

POSITION TITLE: Coordinator of Communications

RESPONSIBLE TO: Superintendent of Education

REPORTS TO: Superintendent of Education

### QUALIFICATIONS:

The Coordinator of Communications shall have the professional qualifications of a teacher in Alabama, and unless otherwise recommended by the Superintendent and approved by the Board, it shall be required that the Coordinator of Communications hold a master's degree from an accredited institution with a major in administration and supervision. Prior experience in the field of marketing or communication, or advanced degree in such, may be substituted for administrative experience and or degree.

In addition, the following are required:

1. A minimum of five (5) years successful teaching experience (K-12) OR extensive experience in marketing/communications.
2. Demonstrated leadership, administrative and supervisory qualities.
3. Effective skills in human relations.
4. Proficiency in verbal and written communication skills.
5. Successful participation in professional development activities on the individual, local school and school system levels.
6. Exhibit education, civic and community involvement.
7. Must be knowledgeable concerning the general operations of a local educational agency (i.e. curriculum and curriculum design, administration, supervision, staff development, school law, etc.)

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. To serve as the Coordinator of Communications for the school system, under the direction of the Superintendent.
2. Provides effective leadership in planning, developing, implementing, and evaluating comprehensive programs in area of responsibility.
3. Works with the IT staff in the upkeep of system and individual school websites.
4. Responsible for press releases as needed.
5. Maintain, and keep current, all social media accounts.
6. Assists with the designing, implementing, monitoring, and evaluating of in-service/professional development activities (K-12) relating to communication and family engagement.
7. Responsible for publication of a weekly public information communication.
8. Responsible for a monthly "Superintendent's Newsletter.
9. Assists schools in providing information to stakeholders.
10. Assists in the bid process.
11. Serves as a point of contact for anyone needing information about our schools.
12. Oversees planning of special events and board recognitions.

13. Disseminates pertinent information to school staff.
14. Assists in teacher recruitment and retention activities.
15. Serves as the district Military Family Liaison
16. Takes a leadership role in improving education.
17. Performs any other duties as directed by the Superintendent.

**JOB GOAL:**

To provide effective coordination and direction of school programs and instruction throughout the school system. To plan, implement, monitor and evaluate curriculum and instruction activities, professional development, and programs to improve student achievement in the school system.