



Rocky River City School District

1101 Morewood Parkway • Rocky River • Ohio • 44116

440.333.6000 • www.rrcs.org

Samuel Gifford, Executive Director of Human Resources and Support Services

POSITION OPEN COMMUNICATION SPECIALIST

Position Available: August 1, 2018

Compensation:

- Multi-year contract
- Competitive salary and benefits
- 52 Work Weeks

Responsibilities: Delivers and advances high quality and focused communication to students, staff and community; oversees communications that ensure the consistent, unified and persuasive development/delivery of the Rocky River City School District's vision and mission in all publications and public media; maintains communications plan to promote a professional image of the school district through a variety of media outlets; designs comprehensive communication initiatives that consider district achievements, image, message, mission, positioning, and priorities in a cohesive message; collaborates with the administrative team to establish policies and protocols for publications and media communications (e.g. broadcast, E-mail, memo, print, phone, web, etc.); maintains responsibilities as district webmaster; oversees website design, hosting and updating activities; provides staff and affiliate organizations in-service training on the individualized sections of the website; evaluates the effectiveness of district communications using surveys and other assessment tools; integrates print and web sources to ensure efficient, consistent and synergistic publication content; assists in all aspects of school tax levy election campaigns; prepares and distributes materials that keep the public informed; upholds board policies and follows administrative guidelines/procedures; attends school related events as appropriate/directed.

Preferred

Qualifications:

- Bachelor's degree or equivalent combination of training and work experience in communications, journalism, public relations, or closely related field
- Proficient in the use of MS Office, G-Suite, website and design software and all Social Media platforms.
- Excellent verbal and written communication skills

Interested persons should apply online through our website at www.rrcs.org or at www.generalasp.com/rockyriver/onlineapp as soon as possible. The completed application, a résumé, three letters of reference, transcripts and a copy of Ohio certification/licensure and most recent OPES, or other evaluations, if applicable, must accompany the online application.

An equal opportunity employer

6/15/18

Posted: BOE, RRHS, RRMS, GPS, KIS, Service Garage, Facilities Operations

Rocky River Schools...

Globally Competitive • Exceptional Opportunities • Caring Environment • Successful Students