



EDUCATION . . .
Road To Success

HANCOCK PLACE SCHOOL DISTRICT

SECTION: 400 Extra-Duty Assignments
TITLE: 005 Communicator

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QUALIFICATIONS	<ul style="list-style-type: none">* Valid teaching certificate in the State of Missouri* Highly organized and able to meet critical deadlines* Excellent skills in grammar and spelling
REPORTS TO / EVALUATED BY:	Building Principal, Assistant Superintendent, and/or Superintendent
TERM OF POSITION:	The first day through the last day of the annual school year as set forth in the district's approved School Calendar.
SALARY:	Extra-duty stipend as set by the district's approved Extra-Duty Salary Schedule
JOB GOAL:	The goal of the COMMUNICATOR is to establish, coordinate, and communicate school-related news and activities to the school district's business persons, labor leaders, parents, students, senior citizens, community leaders, and other community members.
RESPONSIBILITIES:	<ul style="list-style-type: none">* The name of the school district's newsletter is the COMMUNICATOR.* Responsible for the layout and contents of the newsletter.* Responsible for taking pictures of all school-related activities for publication in the newsletter.* Responsible for gathering information, interviewing appropriate persons, and writing the articles for publication in this newsletter.* Publication of the newsletter will occur three (3) times per school year -- summer (prior to the start of the new school year), fall, and spring.* Ensure that all publication deadlines are met so that the newsletter is available for distribution at the scheduled dates.* Work closely with the Central Office administrators in recommending a competent company that will print the newsletter.* Responsible for taking and picking-up the newsletter from the designated printing company.* Responsible for compiling and printing mailing labels, applying appropriate postage, and delivery to the post office for mailing.* Provide a yearly inventory of needed supplies and equipment to a Central Office administrator.* Inform and make recommendations concerning the newsletter to a Central Office administrator.* Maintain accurate financial records that identify all expenditures associated with the publication and mail distribution of the newsletter.* Maintain a master file of all published issues of the COMMUNICATOR.* Perform all other duties as dictated by law and/or assigned by the Building Principal, Assistant Superintendent, or Superintendent.