

WASHINGTON COUNTY SCHOOL

JOB ANNOUNCEMENT

DATE: June 16, 2021

TITLE: *Community Outreach Specialist* - District-wide – Temporary; maximum of 3 years

QUALIFICATIONS: Bachelor's degree in Communications, Marketing, Public Relations or related field, Required
Pleasing personality; enthusiastic, Positive and caring attitude, evidence of trustworthiness; knowledge in bridging needs and resources; effective human relations skills.
Ability to pass background check, Required

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective oral and written communication skills.
- Knowledge of what it takes to connect people with applicable resources.
- A willingness to be trained in areas that support At-Risk students.
- A willingness to build relationships with community agencies that offer support to schools.
- Experience in social media applications.
- Sensitivity to cultural differences.

DUTIES

- Building relationships with students and families so that a foundation of trust is established.
- Write newsletters and other communication instruments targeted to parents and community members.
- Maintain ongoing database of services offered to families.
- Effectively communicate to families the programs and resources available to them.
- Manage social media presence of the district.
- Manage website presence of the district in coordination with the Technology Department.
- Build high-quality relationships with outside agencies that can help speed the district's recovery efforts.
- Function as part of a team and staff to ensure a successful school experience.
- Assist parents enrolling students in school and to provide home-school communications.
- Act as a liaison with neighborhood associations.
- Comply with all policies of the LEA and the Alabama State Department of Education.

This position will be housed at an agreed upon site once hired.

The minimum salary will be \$40,873.00 based on the salary matrix and a 187 day contract. A complete salary schedule can be obtained by visiting the Central Office in Chatom. Applications will be received in person or by mail only and should be submitted to the Superintendent's Office at the Washington County Board of Education Chatom, Alabama. The deadline for submitting applications is **June 30, 2021 at 1:00 p.m.**

NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 123; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 107; Title IX Coordinator- Rodney Smith 251 847-2401. **ALL APPLICATIONS FOR TEACHING POSITIONS MUST INCLUDE A COPY OF YOUR ALABAMA TEACHER'S CERTIFICATE, A COPY OF YOUR TRANSCRIPT.**