



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

Page 1 of 1

POSITION: Communications Specialist (part-time)

QUALIFICATIONS:

- A. Minimally a High School Diploma
- B. Five years previous secretarial experience in the communications field
- C. Possess strong organizational skills
- D. Ability to interact with people at all levels
- E. Experience in web design and public relations
- F. Experience with publishing programs like Microsoft office suite and apple publisher.

REPORTS TO: Superintendent of Schools

MAJOR DUTIES AND RESPONSIBILITIES:

- A. Develop mass community mailings/emails, newsletters/flyers, and communicate with the media when necessary. This work will not be more than 50% of the tasks of this position to comply with 6A:23A-9.3.
- B. Maintain our website to ensure it has up-to-date information
- C. Maintain our website in regards to social media forums such as Twitter and Facebook
- D. Use Survey Monkey and Google to collect data to ensure administrators have proper data to make data-driven decisions.
- E. Disseminate the data collected to the relevant stakeholders.
- F. Develop the school calendar for BOE approval.
- G. Develop/update district handbooks for students and for employees.

TERMS OF EMPLOYMENT: Part-time (20 hours a week @ \$35 an hour)

EVALUATION: Performance of this job will be evaluated annually by Superintendent of Schools

BENEFITS: Benefits are available to full time employees per the negotiated contract.

BOE Approved Date: 8/23/2018