

JOB DESCRIPTION

Position: IAL Activities/E-Learning/Media Coordinator
Location: District
Timeframe: .5 (half-time position) 200 days-flexible schedule to meet the needs of the program
PSD Code: 7314
Position Type: Classified
Reports To: Director of Instructional Services
Salary Schedule: 107A
Funding Source: Grants/Redhound Productions/KAPPA
Content Area Emphasis: This position coordinates website/social media and broadcast and services for the Corbin Independent School District.

General Function:

This person needs to work successfully with staff, students and a variety of professionals at local, state and federal levels. The person must be proficient in website creation and strategies to help promote school district and school initiatives.

Major Duties and Responsibilities:

- Coordinate activities and supervise reporting for the program.
- Coordinate web/social media/e-learning and broadcast facilities to ensure successful implementation of project goals and objectives.
- Supervise student workers with promotional projects.
- Maintain websites and social media on a timely and proactive basis.
- Provide public relations information and materials to keep the public informed on a timely basis.
- Perform related duties as assigned.

Knowledge and Abilities:

- Experience, knowledge and expertise in school services and programs.
- Experience in the coordination of community resources.
- Experience in the use of media and community education strategies to increase public awareness; attract community support; and reach different populations.
- Ability to work in a team setting.

Qualifications:

- Bachelor's degree in technology, communications, education or related field.
- Technology knowledge and a willingness to learn new technology.
- Leadership skills.
- Team player and cooperative spirit.
- Strong work ethic.