



## Job Description

**Job Title:** Director II  
Community Relations & Legislative Services  
**Position Code:** 1E25  
**Job Classification:** Exempt

**Supervisor:** Superintendent  
**Pay Grade:** 49  
**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for the coordination of the school division's media resources, represents the division in legislative sessions, and assists in the implementation of a comprehensive community relations program.

### **Essential Duties**

1. Prepares the annual legislative program and represents the division during the General Assembly session.
2. Develops and maintains contacts with the General Assembly, national education organizations, media contacts, businesses and other governmental bodies.
3. Assists the Superintendent in the planning, development, and implementation of a comprehensive community relations effort aimed at continuously informing the internal and external publics of the division's plans and activities.
4. Attends State Board of Education meetings for the purpose of tracking and reporting state educational issues.
5. Coordinates the division's media resources, including the use of external and internal television, radio, and print resources to communicate the division's goals and activities in an appropriate manner.
6. Supervises writing, editing, and production of division newsletters, brochures and other printed materials.

### **Other Duties**

1. Attends meetings of the school board and prepares such reports for the board as requested.
2. Serves on the USS Newport News Liaison Committee.
3. Assists the Superintendent with special projects as requested.
4. Performs any other related duties as assigned by the Superintendent or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Bachelor's degree required, Master's preferred in journalism, public relations or related field. Excellent communication skills including both oral and written are required. Must possess leadership and supervisory skills necessary for working effectively with people. Experience in writing, editing, production of newsletters, brochures and other printed materials, legislative activities, use of media resources, television, radio and print communications desired. Must possess the ability to establish and maintain effective working relationships with school officials, administrators, staff, parents, and others.

### **Working Conditions**

Duties are performed in an office environment with no unusual physical demands. The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Supervision Exercised:** Community Relations & Legislative Services Staff

**Supervision Received :** Superintendent

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Community Relations & Legislative Services Director will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

---

Supervisor

Date

**I acknowledge that I have received and read this job description.**

---

Employee Name (Print)

Signature

Date

**Revised 6/10 (BB)**