

POSITION DESCRIPTION

Job Title: Communication & Program Manager

FLSA Status: Exempt

Created: 08/03/2021

Supervision

Work under the supervision of, and report to, the Executive Director.

General Position Description

Oversee and manage the Superintendent Search Service. Oversee Association communications and lead outgoing communication messaging. Assist with the operations of government affairs, policy services, and professional development. Assist with implementing new programs on behalf of Association members. Advise Executive Director, as requested.

Essential Job Functions and Responsibilities

Communications

- With the Communications team, manage social media sites on behalf of the association including Twitter, Facebook, and LinkedIn. Supplement these media sites on a regular basis with informative topics and accurate information.
- Create and distribute media releases on an as-needed basis.
- Create op-ed pieces on an as-needed basis.
- Act as ISBA education liaison with other education entities.
- In the absence or at the direction of the Executive Director or Deputy Director serve as the media contact. Create and maintain a media contact list.
- Assist staff with the Question of the Week program. Provide staff with questions and answers to be included on the Ask ISBA webpage.

Programs & Services

- Supervise and manage the Superintendent Search Service.
- Occasionally conduct in-district, statewide, and event related professional development workshops.

Governmental Affairs

- Assist with research during legislative session.
- Assist the Government Affairs team by attending committee meetings, completing reports with the Secretary of State, and preparing agendas for the Government Affairs Committee.
- Attend legislative meetings on behalf of ISBA as needed.

Policy Services

- Co-author ISBA Model Policy Manual and ISBA Charter School Model Policy Manual with the Policy team
- Co-author updates for ISBA Model Policy Manual and ISBA Charter School Model Policy Manual with the Policy team
- Assist districts with questions on revision of individual policies
- Provide research on policy
- Track membership for ISBA Policy Update Services
- Assist with maintaining the Policy Services area on the ISBA Website
- Maintain invoicing and records for the Policy Services Program
- Provide external support to school district members through the Ask ISBA webpage, consultations, informative emails, and sending information as requested

General

- Proof documents/publication materials
- Provide external support to school district and charter school members through the Ask ISBA webpage, consultations, informative emails, and sending information as requested
- Work with staff at ISBA Annual Convention
- Perform other duties as assigned or determined by the Executive Director

Physical Qualifications

The work is primarily sedentary, but involves some standing. The tasks include seated work, some light carrying, manual dexterity, and bending and lifting. Ability to drive and travel long distances is essential.

Terms of Employment

This position shall be considered in all respects “employment at will”. In other words, either the employer or employee may terminate the employment relationship at any time for any reason with or without cause. The descriptions and terms set forth in this position description are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore they shall not create a property right in the employee and are subject to change at the discretion of the employer. They are set forth only to advise the employee of when and what types of service will be required by Idaho School Boards Association, Inc. so long as the employment continues.