

**FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
SOMERSET (SOMERSET COUNTY), NEW JERSEY  
JOB DESCRIPTION**

TITLE: COORDINATOR OF POLICIES, REGULATIONS AND COMMUNICATIONS

I. POSITION SUMMARY

The Coordinator of Policies, Regulations and Communications will coordinate and manage the review and development of District policies and regulations, as well as monitor policy and regulation compliance with changing code and statutory requirements. S/he will coordinate the public information and communication activities as the Superintendent of Schools may direct.

II. DUTIES

1. Act as the administrative liaison to the Board's Policy Committee to ensure that policies comply with the needs of the Board of Education and with the requirements of New Jersey Administrative Code and statute.
2. Communicate with relevant resources i.e. New Jersey School Boards Association to ensure the completeness and integrity of the District's Policy Manual.
3. Maintain and update the official District Policy Manual in paper form and forwards updates to the service that administers the Policy Manual on line.
4. Provide professional development on District policies and regulations for District staff as needed, distributing policy revisions to staff and explaining the intent of the policy when necessary.
5. Act as the District resource person for questions pertaining to District policies and regulations from parents and District staff.
6. Develop, in conjunction with the appropriate District staff, regulations that enforce the Board's policies.
7. Monitor the content of the District's website, and the web pages of the District schools and departments. Gives direction to District employees and/or consultants responsible for those websites regarding appropriateness of, additions to, and deletions from the websites' content.
8. Distribute and release news about Board and school activities to various news media as approved by the Superintendent of Schools.
9. Coordinate with the Central Administration and other staff members, as appropriate, in publicizing and promoting performances, exhibitions, and displays or special programs sponsored by the schools and open to the public.
10. Maintain and update a file of media contacts, community organizations and their officers, mailing lists and e-mail lists of residents and community groups with clearly expressed interests in educational affairs.
11. Facilitate the development and implementation of protocols for school level communication to help developing open, courteous and informative means of communications with staff, parents/guardians and public.
12. Secure photographs and information for press releases.
13. Provide the Superintendent and/or his/her designee with a list of individual school and P.T.S.O. public relations liaisons to enhance a two-way flow of information.

14. Assist the Superintendent in developing communications materials.
15. Manages community outreach projects and events.
16. Handle crisis communication in conjunction with the Director of Safety and Security.
17. Performs other duties as may be assigned.

### III. APPOINTMENT

The Coordinator of Policies, Regulations and Communications shall be appointed annually by a majority vote of the full Board of Education. The position shall be a twelve-month position and shall not be eligible for tenure.

### IV. REPORTS TO

The Coordinator of Policies, Regulations and Communications shall be responsible to and evaluated by the Superintendent of Schools or his/her designee. Performance of this job will be evaluated annually in accordance with the New Jersey Administrative Code and Board Policy for the evaluation of administrative personnel.

### V. QUALIFICATIONS

1. Bachelor's degree with a major in journalism, communications, education or a related field.
2. Experience with legal research and documents.
3. Experience composing applicable documents, such as policies, regulations or press releases.
4. Proven ability to effectively use the word processing, spreadsheet, and other office software currently employed in the District. Demonstrate the ability to learn and/or effectively use software relevant to specific job duties (e.g., publishing software) is helpful.
5. Effective management, research, problem-solving, organizational, human relations, and written and verbal communication skills.
6. Communicate and work effectively with press/media representatives, staff, students, vendors/consultants/professionals, and other school district constituencies.
7. Function independently, analyze a situation accurately, and adopt and implement an effective course of action.
8. Such alternatives to the above qualifications as the Board may find acceptable.

APPROVED:

\_\_\_\_\_  
Superintendent of Schools  
Dr. John Ravally

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Date