



November 2, 2017

Andrew Davidson

VIA EMAIL – Davidson.foiarequests@gmail.com

Re: FOIA Request Dated October 26, 2017 and received October 27, 2017

Subject: This is a request under the Illinois Freedom of Information Act. Please provide the following in an electronic format regarding your district's Director of Communications/Director of Community Relations/Communications Coordinator or comparable position:

- 1) Title of the position
- 2) Job description for the position
- 3) Salary of current employee in the position and number of years this person has been in this position in your district
- 4) Number of vacation days the person in this position currently receives from your district per year
- 5) Other district-provided benefits associated with this position (insurance, allowances, etc.)
- 6) Is this a 10-month position or a 12-month position?
- 7) Does your district's Board of Education pay/reimburse for all or a portion of continuing education classwork for employees in this position (Master's degree, APR, etc.)? If so, please provide details.
- 8) Is this position considered an administrative position in your district?
- 9) The titles of other positions in your district that provide direct support for this position (assistants, secretaries, etc.)
- 10) Is the person in this position part of the superintendent's leadership team/cabinet/etc.?

Dear Mr. Davidson:

This letter will serve as Community Unit School District 308's response to your October 27, 2017 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select *FOIA ID #17-25*.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request.

Please let me know if you have additional questions. Thank you.

A handwritten signature in black ink, appearing to read "Theresa Komitas".

Theresa Komitas
Freedom of Information Officer

Community Unit School District 308

Job Description Form

Job Title: Director of Communications and Public Relations

Location: District Administrative Center

Reports to: Associate Superintendent

Level/Grade:	Type of position:	Hours
Non-Cert Administrator	<input checked="" type="checkbox"/> Full-time	Work Year: 12-Month
IMRF	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Exempt
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

General Description: Director of Communications and Public Relations plans, organizes, controls, and directs the internal and external communications of the District and serves as a spokesperson for the District to increase public awareness of the district goals, resources, programs, services, and events.

Performance Responsibilities:

- Develops, implements, and oversees a comprehensive communications plan for the school district, using best practices to establish and enhance two-way communication with internal staff, the media, families, and the community.
- Develops and implements communication strategies to effectively and efficiently deliver the District's message and to support and promote the District's mission and key beliefs.
- Serves as spokesperson for the District, establishing and maintaining positive working relationships with the local media, community organizations, and local businesses.
- Develops and reviews content for the District website to ensure an efficient, effective, and user-friendly information source.
- Plans, composes and produces infographics, press releases, brochures, handbooks and eNewsletters and reports to distribute to District personnel and the community.
- Serves as liaison between the District and the news media to promote the District and its programs and services, clarify issues and provide story ideas.
- Monitors and informs the administration on pertinent district level media coverage and education related media coverage.
- Serves as a resource to, and works with school principals to communicate building level programs to parents and community. Provides principals with district information to include in monthly school newsletters.
- Consults and advises administration on effective communication practices.
- Provides prompt and accurate responses to requests for public information about the District.
- Develops crisis communications plan and coordinates all crisis communications.
- Develops and promotes the district, individual schools, and staff in areas of award and recognition programs at the district, county, state and national levels.
- Serves as the Freedom of Information Act (FOIA) Officer for the District.
- Develops and prepares the annual preliminary budget for the Communications department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Develops and proposes training and professional development for the Board and District staff to support effective community relations.
- Acts as a liaison with SD308 vendors to ensure website accessibility of third-party

information posted on the district website

- Supervises compliance efforts and accessibility trainings of staff
- Maintains integrity of confidential information relating to students, staff, and stakeholders
- Performs other related duties as assigned or required.

Qualifications

- Bachelor's degree in public relations, journalism, communication
- Successful professional experience in a full-time communications/public relations position and experience working with public schools preferred
- Excellent writing, editing, communication and organizational skills, desktop publishing skills and knowledge of website applications.
- Demonstrated ability to write clear, concise, grammatically, and factually correct copy in standard print, broadcast, business, and speech styles
- Demonstrated ability to communicate effectively with the media, small and large groups, and the public in general
- Ability to organize, prioritize, work under time constraints and to be flexible in an environment of multiple tasks and changing priorities
- Ability to work flexible hours, including some evening hours for attendance at Board of Education meetings
- Bilingual (Spanish) preferred



November 1, 2017

Dear Mr. Davidson:

Please see the following answers to your FOIA request dated 10/26/2017.

1. Title of position: Director of Communications & Public Relations
2. Job Description for position: Please see attached
3. Current Salary and years of service: Base Salary: \$ 87,000.00 (pro-rated salary for the August 1, 2017 start date: \$84,680.64)
Years of Service: 3 months (Date of Hire: August 1, 2017).
4. Vacations Day Allowance: 25 days
5. Other Benefits:
 - a. Medical, Dental, & Vision Insurance: \$16,560.96 per year
 - b. Travel Allowance: \$3,000.00 per year
 - c. \$100,000.00 Life Insurance Policy
 - d. Long term disability policy
6. 10 month or 12 month Position: 12 Month position
7. Board- paid continuing education reimbursement: No
8. Considered Administrative: Yes
9. Support employees: Communications & Community Relations Coordinator
10. Superintendent's Leadership Team / Cabinet: No.

Should any further information be required, please contact Kandi King in our Communications Department.