

## **Killeen Independent School District Job Description**

**Job Title:** Director for District and Community Relations  
**Reports To:** Chief Communications and Marketing Officer  
**FLSA Status:** Exempt

### **SUMMARY**

Serves as an informal District liaison and conduit for communication between and among community members, with the objective of assisting in planning, researching, organizing, and implementing community outreach programs for the district.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Builds or enhances relationships between the local community and campuses and the District.

Works with local teacher organizations to build trust, confidence, and understanding concerning District policies and procedures as well as understanding of decisions made by the District leadership and/or the board of trustees.

Works with community-based organizations to build trust, confidence, and understanding concerning District policies and procedures as well as understanding of decisions made by the District leadership and/or the board of trustees.

Develops and presents training to district and community organizations/groups concerning means available to resolve issues; provides information briefings to community organizations or groups to create awareness and improved understanding of the District's role in the community.

Coordinates the District's annual Freedom Walk, Fitness and Wellness Fair and Food for Families events and other community-wide district related events.

Coordinates all District facility rentals.

Coordinates the Adopt-A-School Program with Fort Hood.

Investigates proposed initiatives for the District.

Attends meetings and serves on several boards of directors representing KISD to coordinate and implement projects involving campuses and community agencies.

Coordinates with community agencies to enhance achievement and personal excellence of students.

Creates/updates MOU's between KISD and partners in education.

Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **QUALIFICATIONS**

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. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Master's degree required, five years teaching, or administrator experience preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Principal Certification preferred.

## **KNOWLEDGE**

Must be knowledgeable of laws, legal codes, court procedures, precedents, government regulations, executive orders, district and state rules.

## **LISTENING AND CRITICAL THINKING SKILLS**

Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. Understand mediation processes.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, legal codes, government regulations, executive orders, and legal documents. Ability to respond to common inquiries from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, and staff.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as interest, proportions, and percentages.

## **REASONING ABILITY**

Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to be aware of others' reactions and understanding why they react as they do.

Ability to consider the relative costs and benefits of potential actions to choose the most appropriate one.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that 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 to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. The employee must regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regular district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually moderate.

**Revised Date:** January 7, 2020

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.