

**Job Title:** Executive Director of Government and  
Community Relations

**Wage/Hour Status:** Exempt

**Reports to:** Superintendent

**Pay Grade:** AP 6-8

**Dept./School:**

**Date Revised:** 09/05/2017

### ***Primary Purpose***

Performs highly advanced governmental relations and community engagement consultative work with District/campus staff, external agencies and organizations, and municipal/local, state and federal government. The incumbent will lead the district's efforts to develop and implement a comprehensive, proactive external relations strategy that advances the district's mission and goals with the community and local, regional, state, and federal elected officials.

### ***Qualifications***

#### **Education/Certifications**

Bachelor's degree in Advertising, Communications, Political Science or Public Relations

#### **Special Knowledge/Skills**

Demonstrated ability of communication skills (verbal, written, and interpersonal).

Demonstrated ability to identify new initiatives and work with District staff and governmental and community entities to plan and coordinate services.

Demonstrated knowledge of governmental relations and community engagement functions.

Demonstrated ability of strong analytical and critical thinking and judgement skills.

Demonstrated knowledge of all applicable federal, state, and local laws, guidelines and procedures.

Demonstrated knowledge of Lewisville ISD practices, policies and procedures.

Demonstrated ability to work well with individuals from a variety of different backgrounds and experience, including community leaders, residents, service providers, local officials and elected officials, and identify and address local needs.

High degree of integrity while handling confidential information.

Demonstrated ability to work with frequent interruptions and changes in priorities while maintaining a professional demeanor.

Demonstrated ability to plan, organize, handle multiple tasks and prioritize; develop, plan, and implement short-and long-range goals, and organize resources.

Skill in working with various forms of equipment including, but not limited to, personal computers, calculators, projectors, and printers.

#### **Experience**

Minimum of five years in governmental or public relations.

Must have experience working with school districts and/or public/community organizations.

### ***Major Responsibilities and Duties***

1. Develops and implements strategies to achieve District goals with public entities and community stakeholders.
2. Works with the District leadership to identify priority legislative and government relations issues for the District.
3. Assists in the coordination of the development, revision, approval and dissemination of Lewisville ISD's legislative priorities for the Texas Legislature, talking points papers and policy position statements.
4. Tracks priority legislation and makes recommendations to Superintendent about pending policy changes.
5. Develops position statements and testimony on legislative bills and amendments.
6. Lobbies and testifies at legislative hearings as needed.
7. Works with faculty and staff to invite elected officials to campuses for interactive opportunities and speaking engagements.
8. Builds, maintains, and supports Lewisville ISD's relationships and activities with local, state and federal entities, including elected officials and their respective staff.
9. Coordinates the work of the District and participation of the Board of Trustees, Superintendent and appropriate District personnel when the state legislature and U.S. Congress are in session, as well as in the interim.
10. Coordinates and manages Legislative Action Committee. Legislative Action Committee is a staff committee employed to gain input on District legislative initiatives and drive advocacy efforts.
11. Coordinates and provides support to the Board of Trustee's legislative committee.
12. Conducts training in policy development, implementation and ongoing compliance as needed.
13. Remains current with federal and state laws and rules impacting Lewisville ISD policies and procedures.
14. Provides oversight of the District's legislative consultants.
15. Monitors work with the State Board of Education, Texas Education Agency and other state agencies.
16. Builds and maintains strong working relationships with other Texas school districts and with the following organizations:
  - Texas Association of School Boards;
  - Texas Association of School Administrators;
  - Texas Association of School Business Officials
  - Texas Association of School Personnel Administrators
  - Texas Public School Relations Association
17. Builds the District's relationship and activities with key partners to support the District's public policy positions.
18. Speaks at civic organization meetings.
19. Directs and manages the District's community engagement activities.

20. Demonstrates awareness of District-community needs and initiates activities to meet those needs.

**Professional Duties and Obligations**

1. Follow direction established by the Superintendent and Board of Trustees.
2. Adhere to District procedures, guidelines, and policies.
3. Assist Superintendent in providing leadership in addressing challenges facing education.
4. Prepare, maintain, and present all information, reports, and records as required.
5. Utilize time wisely for effective management of job responsibilities.
6. Maintain punctuality in daily work times, appointments, and meetings.
7. Meet task completion deadlines established by the Superintendent.
8. Maintain a positive and professional tone in all communications, i.e. email, social media, written, and verbal.
9. Present a professional image in grooming and attire, and serve as a role model for all staff.
10. Successfully complete all other duties as assigned by the Superintendent.

***Working Conditions***

**Mental Demands/Physical Demands/Environmental Factors**

Ability to communicate effectively (verbal and written); interpret policy procedures and data; coordinate District functions; maintain emotional control under stress. District-wide and statewide travel; occasional prolonged and irregular hours

**Physical Demands**

	Occasional	Frequent	Constant
Bending		X	
Pushing		X	
Hearing			X
Reaching			X
Climbing	X		

Seeing			X
Speaking			X
Standing			X
Lifting		X	
Walking			X

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

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date: \_\_\_\_\_