

San Antonio ISD

Job Description

PUBLICATIONS EDITOR

Communications Department



Opening: October 25, 2017
Reports To: Chief Communications Officer
Pay Grade: Administrative Management – Job Group 5

Closing: November 8, 2017
Wage/Hour Status: Exempt
Rev: 10-2017

Terms of Employment:

12 months/ 230 days per year. Salary is at Administrative Management Job Group 5 on the SAISD Compensation Plan on a Non-Chapter 21 contract. The entry level is at an annual rate of \$60,446.30 with additional consideration for directly related experience.

Primary Purpose:

The Publications Editor, under the direction of the Chief Communications Officer, produces electronic and print publications as a means to engage with key stakeholders, and writes and edits content for variety of communications.

Minimum Qualifications

Education/Certification:

- Bachelor's degree from an accredited four (4) year college or university; and
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the applicant.

Experience:

- Five (5) years in public relations, journalism or other communications field.
- Experience using Adobe InDesign and Associated Press style.

Special Knowledge/Skills:

- Excellent writing, editing, fact-checking, and proofreading skills.
- Knowledge and skill in all areas of the editorial processes, including story development, quality control, and collaboration with design and print production.
- Experience writing articles and other materials for print and online, with ability to adapt content to targeted audiences.
- Organizational skills with the ability to manage multiple projects and prioritize tasks.
- Ability to relate positively to others and work effectively with District and campus staff to promote quality school, community and business relationships.
- Experience in communications for public education is a plus.

Major Responsibilities and Duties: *(The following statements describe the general purpose and responsibilities assigned and should not be construed as an exhaustive list of all responsibilities, skills, efforts, or working conditions that may be assigned or skills that may be required.)*

- Produce District electronic and print publications, involving research, story selection, writing, editing and layout of publications.
- Oversee production timeline; set up and maintain schedules for development and completion of various District publications.
- Coordinate with photographer and graphic designer to budget, schedule and complete production projects.
- Write and edit copy for other projects that engage diverse target audiences.
- Collaborate with other departments, campuses and staff members to identify news and promotional opportunities and develop materials.
- Research, write and produce weekly report on upcoming District and campus newsworthy events.
- Participate in planning of communications projects in support of campuses and District events.
- Maintains archive files on campuses.

Qualities of an Effective Publication Editor:

- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student centered environment.
- Daily attendance and punctuality at work are essential functions of the job.

Supervisory Responsibilities:

- None

Equipment:

- Computer, computer software programs and peripherals, copier, fax, and other equipment applicable to position

Working Conditions:

Mental and Physical Demands:

Maintain emotional control under stress; work with frequent interruptions/deadlines and prolonged or irregular hours; Frequent walking, standing, stooping, bending, pulling and pushing; Occasional: Lifting and carrying 10-25 pounds frequently, 25-40 pounds occasionally, more than 45 pounds infrequently with assistance; Pushing/pulling 10-35 pounds sporadically

Environmental Factors:

Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.)

It is the policy of San Antonio ISD not to discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, gender expression, sexual orientation or disability in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended, and SAISD's board policies DIA, FFH, and FFI.

Employee Acknowledgement of Receipt _____ Date: _____

Hiring Administrator _____ Date: _____