



HARLANDALE INDEPENDENT SCHOOL DISTRICT

"A family working together"

JOB ANNOUNCEMENT

PUBLIC INFORMATION OFFICER

Communications Department

Posting Date

April 19, 2017

Salary Range: \$70,822 - \$98,809

Contract Days: 226

POSITION SUMMARY: Promote positive relations between the school district and the community. Prepare and provide information to the public about the activities, goals and policies of the school district. Distribute appropriate information about the district to employees.

REPORTS TO: Superintendent of Schools

PROFESSIONAL REQUIREMENTS:

1. Bachelor's degree in English, journalism, communication or related field
2. Three (3) years in journalism or communication experience
3. Strong organizational, communication and interpersonal skills
4. Knowledge of media operations and public relations functions
5. Ability to use PC to design and produce district publications

APPLICATION PROCEDURES:

- District employees must submit a complete resume and letter of interest
- Out of District applicants must submit a complete on-line employment application and submit a resume, letter of interest and related documents to Human Resources Division

Interested persons must submit the appropriate documents to:

Elias Hernandez, Human Resources Coordinator
Harlandale Independent School District
102 Genevieve
San Antonio, Texas 78214-2997
(210) 989-4410

Applicants chosen for an interview will be contacted about the date and time. **Deadline to apply is Wednesday, May 3, 2017, at 4:30 p.m.**

The Harlandale Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or on any other basis prohibited by law

An Equal Opportunity Employer

The following person has been designated as the Title IX Coordinator

Diane Tudyk, Executive Director for Human Resources
102 Genevieve
San Antonio, Texas 78214-2997
(210) 989-4300