



Community Consolidated School District 181

Announcement of Vacancy

Position: Director of Communications

Starting date: July 1, 2012 (June 1 start date preferred)

Salary/benefits: Commensurate with experience
Full benefit package

Qualifications:

Bachelor's degree required, post-graduate study helpful. Minimum 2-5 years experience in the field of public relations, communication, journalism, marketing or related area. Excellent written, verbal and interpersonal communication skills with the ability to think and respond under pressure in a concise and cohesive manner to a variety of issues. Ability to develop strategic messages and to deliver them effectively. Past administrative/leadership experience preferred. Skills in the use of technology to achieve communications objectives.

Responsibilities:

Provide leadership and direction to projects to ensure completion and adherence to the expectations of the Superintendent and support from the staff and/or community, as appropriate. Assist the Superintendent in directing the day-to-day operations of the school district. Supervise the development and implementation of internal and external communication programs to build support for the schools.

Reports to: Superintendent

Application deadline: Open until filled

Application procedure: Apply on line at www.d181.org and send electronically or by mail, a letter of interest outlining skills and abilities, resume, writing samples and three current letters of professional reference

Send application materials to:

Mary Ticknor
Associate Superintendent
Community Consolidated School District 181
6010 South Elm Street
Burr Ridge, IL 60527
mticknor@d181.org