

**HOMEWOOD SCHOOL DISTRICT 153  
JOB DESCRIPTION**

**JOB TITLE:** Executive Support & Communications Coordinator  
**FLSA Status:** Non-Exempt  
**Department:** Superintendent's Office  
**Reports to:** Superintendent  
**Revised:** April 2026

**Job Goals:** The Executive Support & Communications Coordinator provides a wide variety of confidential administrative support; ensures compliance of the Superintendent's office and Board of Education activities with financial, legal and administrative requirements; and communicates through a variety of means to tell the District 153 story to staff, parents, and community members with accurate, timely information. The Executive Support & Communications Coordinator will exercise discretion and prudent judgment in all aspects of the position.

**Qualifications:**

- BA or higher in communications, public relations, business administration or related field
- 3 or more years of experience in administrative support or communications for a school or nonprofit organization preferred
- Ability to establish and maintain rapport with diverse individuals and groups
- Excellent written and oral communication and organizational skills
- Strong computer skills, including proficiency with Microsoft Office applications and internet applications
- Ability to take initiative, maintain confidentiality, work independently, follow complex directions, and adapt to changing demands
- Basic knowledge/skills of photography, graphic design, email marketing software such as Constant Contact, and event planning

**Performance Responsibilities:**

Executive Support to Superintendent

- Plan, coordinate, and organize office activities and coordinate flow of communications for the Superintendent.
- Obtain, explain, and provide information to officials, staff, administrators, parents and others regarding office functions, policies, and procedures.
- Receive and screen visitors and telephone calls; respond to requests, concerns and questions from visitors and callers.
- Assist in meeting the needs of parents and community members.
- Schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Superintendent's calendar.
- Prepare and disseminate announcements and reminders for events.
- Attend a variety of meetings and compile related material, notices, reports and agendas; record, transcribe minutes, and distribute minutes and reports as appropriate.
- Compose correspondence independently on a variety of matters including those of a confidential nature.
- Compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials.
- Format, edit and proofread written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

- Board Recording Secretary/Board Support
- Maintain ongoing record of all Board action including personnel and employment actions.
  - Attend all regular and special Board of Education meetings for the purpose of providing information, recording official minutes; coordinating materials distribution and/or supporting the needs of attendees.
  - Provide administrative support to the Board of Education including posting scheduled Board meetings, maintaining Board agendas and minutes, and preparing electronic Board meeting documents.
  - Coordinate a wide variety of special projects, activities and/or events for the Superintendent and Board of Education (e.g. annual district retirement celebration, meetings, receptions, travel/accommodations, community events).
- Media Liaison:
- Serve as initial contact person for all media inquiries. Determines, in coordination with the superintendent, how inquiry is answered and by whom.
  - Produce and disseminate press releases and other information to press.
- External Communications:
- Produce biweekly e-newsletter and semi-annual newsletter.
  - Disseminate other information via email and other means as necessary.
  - Provide content updates to the Website manager.
  - Manage District 153 social media. Optimize and maintain District 153 presence on Facebook, X and other social media platforms.
  - Write letters, brochures, presentations, grant applications and other promotional and informational materials as needed.
- Internal Communications:
- Write summary of board of education meetings for staff.
  - Produce other information as needed.
- Other Responsibilities:
- Research and contract with special vendors and contractors as needed.
  - Compile necessary information and process assigned state reports.
  - Perform other duties as assigned by the Superintendent.

**Evaluation:** Performance will be evaluated annually by the superintendent.

**Terms of Employment:** 12-month, 260-day position. Evenings and weekends as needed to support communications function. The specific schedule to be determined in consultation with the Superintendent as tasks dictate. Salary commensurate with qualifications and experience.

Anticipated Salary Range: \$66,000 - \$76,000