



**Chickasha Public Schools
Job Description**

Job Title: Student Accounting, Assessment and Communications Coordinator

Qualifications: Bachelor's degree. Teacher certification as set by state certification authorities. Proof of proficiency in the use of technology, testing and data management.

Reports To: Assistant Superintendent

Assists: Building test coordinators, parents, community, teachers and administrators.

Performance Responsibilities:

District Leadership: Provides visionary leadership to support the following areas: district enrollment process, state testing process, and digital marketing and communication processes. Implement the district leadership team's initiatives related to the above areas.

Student Accounting and Communications-

1. Manage, progressively process, and maintain applications through the initial application phase to enrollment.
2. Serve as the District Test Coordinator.
3. Editing, designing, writing, and proofing web pages, brochures, newsletters, and other publications.
4. Increase and showcase the CPS "brand" through the use of digital marketing and design, community outreach, and community engagement.
5. Assist with State reporting requirements and accreditation.
6. Work with advising staff to plan and participate in orientation sessions.
7. Compile data and materials to prepare reports and summaries for management.
8. Design analytics from the student information application and data to determine student trends.
9. Serve as the point person for the district's student information system.
10. Work with advising staff to streamline student enrollment.
11. Performing other duties as assigned.

Skills-

1. Demonstrated decision-making skills, research and computer skills.
2. Experience planning, directing, and implementing promotion and marketing activities.
3. Highly organized and detail oriented.
4. Strong writing skills required.
5. Ability to work as part of a team.
6. Passion for publication, web, and email design marketing.
7. Must be able to meet deadlines and work under pressure.
8. Proficient in excel and other data management software.

TERMS OF EMPLOYMENT:

Number of days and compensation based upon board approved salary schedule and the employee work calendar.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of certified personnel.