



October 23, 2008

NOTICE OF VACANCY
Public Information Officer

The School District of Shorewood is seeking an experienced and skilled professional for the position of Public Information Officer. The Public Information Officer is responsible to research, develop, and implement communications programs that inform and educate internal and external stakeholders and markets of the policies, practices, and activities of the district and Board of Education. The Public Information Officer also administers the district's website and coordinates school district volunteers. This part-time position reports directly to the Superintendent. Please see job description at www.shorewoodschooldistrict.org for further details.

Qualifications:

- A minimum of a Bachelors Degree in communications, public relations, journalism, or equivalent. Public Relations Degree and experience preferred.
- Experience in the development and implementation of communications/marketing software.
- Proficiency in technical skills and literacy of word processing, database software, webpage design, Desktop publishing, internet, email, and digital photography
- Experience in the development and implementation of communications/marketing programs
- Ability to communicate both verbally and in writing, and interact in a positive, professional manner with the Board of Education, administrators, staff, district parents, community members, students, news media, and other stakeholders
- Ability to maintain confidential information
- Ability to work independently occasionally in a stressful environment
- Ability to organize time and resources efficiently
- Knowledge of the Village of Shorewood's community and culture, local organizations and government desired

The application deadline is open until filled. Application review and preliminary interviews will begin on or around November 26. Start date approximately February 2, 2009.

Terms of Employment:

This position is a part time position that generally spans 11 months of the year and is approximately 1005 hours annually. Occasional evening and weekend commitments. Salary is dependant upon experience.

Applications must be submitted through the Wisconsin Education Career Access Network (WECAN) at: <http://services.education.wisc.edu/wecan/>

The School District of Shorewood does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.