

CROOK COUNTY SCHOOL DISTRICT
Human Resources Department

471 NE Ochoco Plaza Dr. • Prineville, OR 97754 • Phone (541) 447-5099 • Fax (541) 447-3645

EMPLOYMENT OPPORTUNITY – Job Posting

| Director of Communications and Human Relations | |
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| LOCATION & START DATE: | District Office August 12.2024 |
| DAYS & HOURS: | 260 days per year; 8 hours per day |
| SALARY: | \$126,996 to \$140,804 depending on experience |
| POSTING DATE: | July 15, 2024 |
| JOB DESCRIPTION: See related job description. | Formerly The Director of Communications, The Director of Communications and Human Relations works directly with parents, administrators, community members and staff to address complaints, grievances, and concerns. The director also serves the as a spokesman for the district managing communication for emergency and other communication needs. The director provides administrative leadership for critical, short-term and long-term projects assigned by the superintendent or designee |
| REQUIREMENTS: | Hold a current TSPC Teaching License; Bachelor's Degree in Education or related fields, Master's Degree in Education or related fields. 3 years successful teaching experience. Holds TSPC Professional Administrator license for 2 years and at least 5 years of administrative experience. Knowledge of conducting investigations and strong verbal and written communication skills. Adhere to the federal requirements of a drug-free workplace; pass a pre-employment physical, drug screen and criminal history background check. |
| APPLICATION DEADLINE: | Open Until Filled |
| POSTING NO. | A-24-01 |

At Crook County School District is an affirmative action/equal opportunity institution. The District does not discriminate in employment, treatment in, admissions to, or access to its programs, activities, and services on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status, or otherwise as prescribed by applicable state and federal laws and regulations.