# Neshoba County School District

**Job Description**

**POSITION TITLE**: **Publicity**

**Title of Supervisor(s)**: Local School Principal

**General Responsibilities**: To gather and disseminate school information to the local paper, central office, and the website administrator.

**Salary**: Supplement

# Qualifications: Currently employed as a school employee.

# ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of Neshoba County Schools.
2. Maintain a current listing/calendar of events and happenings at the local school and disseminate this information to the Superintendent’s office, local newspaper, and the website administrator(s) regularly.
3. When requested by teachers, submit local items of interest regarding classroom events and school wide events to the local newspaper and have these events posted on the school website. Including pictures of the events.
4. Maintain the same high level of ethical behavior and confidentiality of information about students.
5. Perform related duties and responsibilities as requested by the principal.