



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Media Coordinator

Supervisor: Principal

Qualifications:

- WV Professional Teaching Certificate
- Regular Professional Grant County Employees Preferred
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; Applicants who have recent unsatisfactory evaluations are not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not be eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Duties/Responsibilities:

- Organize weekly press releases for local paper
- Forward information covering school events to local paper
- Coordinate updates with school and county webmaster as needed
- Keep accurate record of all releases
- Other duties as assigned by principal