

Anita Seay
 Communications Assistant

Responsibilities:

- Appreciation/Noteworthy Days
- BOE/PDC and School Admin Photos and Photo Directories
- BOE/PDC Phone Ext. Directory
- BOE/PDC Vending Machines
- Clip Mail
- General Department Support
- Website LiveChat

Jonathan Bice

Communications Specialist
(Web, Graphic and Social Media Services)

Web Services:

- District and School Websites – Blackboard and Siteimprove

Social Media Services:

- #fcstakeover
- #ForsythReads
- District Mobile App
- District and School YouTube Accounts
- District Facebook, Instagram, Twitter, LinkedIn, Flickr and #
- School Facebook and Twitter Accounts

Graphic Services for Community Relations and Programs/Events Services

- School and District Data Profiles
- School Letterhead and Style Sheets
- See Bullets to the Right

Hannah Samples
 Communications Facilitator
(Community Relations and Programs/Events)

Community Relations:

- Activities and Athletics Passes (Senior and Veteran)
- Community Presentations
- Education Foundation
- FCS Liaison for the Cumming-FC Chamber, Dawson County Chamber, Keep Forsyth County Beautiful, FC PTO/A Council, FC Retired Educators, and VFW
- Partners in Education
- Sponsorships

Programs/Events Planning:

- BOE/PDC Events and Electronic Newsletter
- Celebration of Excellence
- District Retirement Reception
- Duck Dive for Education
- Employee Discounts
- Employee of the Month
- Go Green (Recycling)
- Grand Openings
- Groundbreakings
- New Educator Orientation
- Principal for a Day
- REACH Scholars
- Salute: Military Recognition
- Spelling Bee
- Superior Spotlights
- Teacher of the Year

Ben Cook
Communications Designer
(Video and Graphic Services)

Video Services:

- Community Relations and Programs/Events
- Posting BOE Meetings
- BOE Superior Spotlight Videos
- BOE Special Recognition Videos
- Special Purpose Videos

Graphic and Video Services for Public Information and Communications Director Responsibilities

- See Bullets to the Right

Jennifer Caracciolo
Public Information and Communications Director

Responsibilities:

- BOE/PDC Safety Coordinator
- Bond & SPLOST /Special Elections
- Communications Policies and Guidelines
- Crisis Communications
- Customer Service
- District Dept. Continuous Improvement
- District Electronic Newsletter
- District and Department Logos
- District News Posts for Website
- District Strategic Plan
- Diversity, Equity and Inclusion
- Employee Recruitment Marketing
- Governance Team of the Year
- High School Graduations
- Inclement Weather and School Closings
- Internal and External Communications
- Legislative Priorities
- Media Relations
- Movie/TV Filming Requests
- Naming Schools and Portions of School Campus
- New School/Facility Planning
- Open Records Requests
- School Logos and Mascots
- State of the Schools (Event)
- State of the Schools (Magazine)
- Surveys
- Tours
- Video BOE Meetings