

Managerial Position
Agreement for: School Webmasters

POSITION TITLE: Marketing Assistant

WORK LISTING: ALL STRATEGIC AND TACTICAL WORK FOR WHICH THIS POSITION IS ACCOUNTABLE.

Strategic Work:

1. Assist Director in developing marketing campaigns
2. Track success of each campaign
3. Research different tactics and ideas
4. Attend conferences in the area

Tactical Work:

1. Send out marketing campaigns using Send Out Cards, Amazing Mail, Constant Contact
2. Collect/Update Superintendent contact information
3. Find and register for conferences
4. Update and track marketing efforts in Plan Plus Online
5. Develop and deliver weekly status reports to Director of Sales and Marketing

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STANDARDS: LIST QUANTITY, QUALITY, AND BEHAVIOR STANDARDS FOR WHICH THIS POSITION IS ACCOUNTABLE. DO NOT INCLUDE THOSE THAT BELONG ON A SYSTEM ACTION PLAN.

Position Specific:

1. Personal improvement is a critical tool for helping people achieve their peak performance.
2. A professional manner is always maintained, both with potential clients as well as sales contractors.
3. Actively listen and be attentive before offering any solution or advice. Find out what the schools really need.
4. Be willing to reach out of your comfort zone occasionally.

Company-Wide:

1. All work will be performed in accordance with all government laws, regulations, ordinances, and court rulings in those jurisdictions in which the company operates.
2. All routine work will be documented in an operations manual. The information included in the operations manual is proprietary.
3. All work will be performed according to company policies and standards inherent in all position agreements and operation manuals.
4. Client and company information will be held as *strictly confidential* outside the company.
5. All emails, both internal and external, will be returned within one business day and within two hours whenever possible.
6. Manager will be notified of any issues to be resolved or deadlines that cannot be met by reporting position, *prior to the due date*, in an e-mail.
7. All innovation will be quantified, tested, and improved, then documented for routine implementation (i.e. well orchestrated once proven).
8. Problems with any system must be brought to the attention of manager in an e-mail so the system can be improved.
9. All policy memoranda indicating changes in policy and/or procedure will be stored in the operations manual.

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STANDARDS (CONTINUED):

10. Contractors will provide assistance as requested; each contractor may be asked from time to time to cover other areas of accountability and/or departments.
11. All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing company policies and standards.
12. Contractors will have semi annual review with their manager.
13. Contractors are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's Mission.

SIGNATURES:

STATEMENT OF THE POSITION HOLDER:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this position agreement. I understand that I am an independent contractor.

Date

Signature

Printed/typed name

STATEMENT OF THE POSITION HOLDER'S MANAGER:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, standards) to be accomplished.

Date

Signature

Printed/typed name