

JOB DESCRIPTION

POSITION TITLE: WEBMASTER

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY (DTC/CIO)

BASIC FUNCTION:

To perform the coordination of the planning, maintenance and accessibility of website content in a way that ensured the consistency of the school and district websites in a way that is consistent, effective and efficient with availability and utilization of the website. Exhibits high-level computer skills. Should understand and be able to use photo-editing software. Has strong verbal, written and presentation skills and pays attention to detail.

PERFORMANCE RESPONSIBILITIES:

- Generates and revises web pages
- Creates a consistent design for all websites
- Monitors websites to be sure they are updated regularly and operating correctly.
- Tests different web browsers to ensure people with different computers can access the website content.
- Offers support on the use of website platform.
- Keeps theme, plugins and embedded content updated on all websites.
- Ensures that all websites maintains up-to-date content.
- Assists Teachers/Staff with any website issues they may have.
- Manages school websites when a school administrator is unavailable.
- Collaborates with the Superintendent, DTC/CIO and other various district level faculty to assure information relating to district events is communicated to the community from the school level.
- Performs other duties consistent with the position assigned as may be requested by the DTC/CIO or the Superintendent.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Working knowledge of computers.
- Demonstrate people skills
- Working knowledge of web authoring, development and publishing tools.
- Experience with computer graphics and multimedia design.
- Knowledge of browser compatibility issues.

ABILITY TO:

- Determine appropriate action within clearly defined guidelines.
- Present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of students.
- Seek to establish friendly and cooperative partnerships between home and school.
- Work to develop a positive public relationship between the school district and the community.
- Carry out assignments in a timely manner without undue checking.
- React positively to directives.
- Have a willingness to cooperate with the Superintendent, district administrators, principals and staff.
- Strive to maintain and improve professional competence.
- Take necessary precautions to protect students, equipment, materials and facilities.
- Adhere to School Board of Education policies and procedures.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions. (as needed)
- Provide educational support for new Faculty/Staff on how to access and use the website.
- Consistently displays self-control with parents, students, and school personnel.
- Be clean, neat and appropriately/professionally dressed.
- Be consistently responsible and display an attitude of honesty and credibility.
- Show enthusiasm, interest and concern for the total program and its efficient operation.
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools.

OTHER JOB RESPONSIBILITIES:

- Monitor and support the maintenance of content posted on our website.
- Develop, implement and adhere to a regular website maintenance policies and procedures.
- Implement website content and design changes as necessary.
- Establish security schemes for intranet resources in cooperation with appropriate personnel.
- Survey website users to assure that the services provided through the site meet expectations of efficiency and clarity.
- Assist in providing professional development to staff on web-related issues.
- Assist in developing, implementing and enforcing website appropriate use and privacy policies.
- Identify, implement and manage website presence and promotion opportunities.
- Participate in the development and integration of graphical and multimedia components into the website.
- Ensure sensitive and/or classified organizational information is not inadvertently posted to the website.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Disseminate information/resources in areas of responsibilities.
- Maintain proper care and safe use of district equipment and property.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology in daily tasks.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.

The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.