

TITLE: Webmaster

QUALIFICATIONS:

1. Florida teaching certificate.
2. Knowledge and experience in graphic design, HTML and/or Dynamic Web Applications (Front Page, Dream Weaver), integrated on-line systems, WWW, LANs/WANs, telecommunications networks and application software, file transfer protocol, Microsoft Outlook, Microsoft Office Professional , Internet applications and other software applications.
3. Demonstrated proficiency in oral and written communication.
4. Demonstrated ability to work with diverse groups.
5. Experience with industry-standard computer applications.
6. Ability to analyze and solve web and related issues.
7. Ability to comprehend technical journals an apply different applications as needed.
8. Ability work flexible hours, evenings and weekends when needed.
9. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Principal and/or Designated Administrator

JOB GOAL: To develop a state of the art website and work with related software applications in a safe and cost effective manner that supports the goals of the District.

ESSENTIAL FUNCTIONS:

1. Develops and maintains a current website to serve as a communication tool for the staff and community.
2. Creates, maintains and updates a homepage which consists of the school name, address, phone number and administrators.
3. Creates and maintains (hyperlinked) E-Mail addresses of all staff members and class web pages for each teacher to display their quarterly syllabus.
4. Reviews and updates existing web pages for accuracy.
5. Designs and implements new web pages.
6. Develops and maintains the website architecture and navigation schemes of a website.
7. Creates web documents to publicize school events.
8. Provides updated resources for the staff and community.

9. Works with a variety of groups in identifying and implementing website requirements.
10. Communicates to staff all website updates and new applications.

OTHER RESPONSIBILITIES:

1. Keeps abreast of current developments of the World Wide Web through continuing education, professional reading, listservs, and participation in conferences, workshops and professional groups.
2. Adheres to school district policies and procedures.
3. Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

PHYSICAL REQUIREMENTS:

1. Position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.
2. The ability to sit for extended periods of time and work at a keyboard or workstation.

TERMS OF EMPLOYMENT:

196 instructional calendar year. Work year and salary as established by the Board.

ASSESSMENT:

Performance of this job will be assessed annually in accordance with the provisions of the Board's policy on assessment of TALC personnel.

Adopted: 08-15-2006