**NELSON COUNTY SCHOOLS**

**Job Description**

TITLE: District Webmaster

**QUALIFICATIONS:** Has the ability to plan and execute the design of district websites. Exhibits high-level computer skills. Understands basic html coding and has some experience with MySQL databases. Demonstrates proficiency in using Web design software, e.g., *Dreamweaver*, *WordPress*. Should understand and be able to use photo-editing software, e.g., *Photoshop*. Can debug issues that interfere with the performance of a website. Has strong verbal, written and presentation skills and pays attention to detail.

**REPORTS TO:** Chief Operating Officer

**JOB GOALS:** Enhance the image of the school district and its students and personnel by working with the director of communications and grants. Check content of district websites to be sure the sites are up to date. Offer support, advice and assistance to school board members, administrators, teachers and other staff relating to website issues. Stay up to date on Web technologies and make sure district sites are mobile friendly. Use and support the use of social media, e.g., *Facebook*, to enhance the school district’s other communication efforts. Cooperate with and support the chief information officer, technology director and other members of the technology staff in providing a comprehensive use of information technology.

**PERFORMANCE RESPONSIBILITIES:**

Generates and revises web pages.

Creates a consistent design for all district websites.

Monitors district websites to be sure they are updated regularly and operating correctly.

Tests different web browsers to ensure people with different computers can access district websites.

Offers support on the use of *WordPress* as a web platform.

Keeps theme, plugins and *WordPress* updated on all websites.

Ensures that all websites have up-to-date backups and restores any websites that crash.

Assists school webmasters with any website issues they may have.

Manages school websites when a school webmaster is unavailable.

Collaborates with the director of communications and grants, chief information officer, technology director and technology staff.

Demonstrates regular attendance and punctuality.

Adheres to the appropriate code of ethics.

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Performs other duties consistent with the position assigned as may be requested by the supervisor or the superintendent.

**ABILITY TO:** Perform as a leader such that student achievement is enhanced and recognized through information technology.

**KNOWLEDGE AND ABILITES:** To perform the responsibilities as previously outlined.