

TITLE: District Web Content Coordinator

CLASSIFICATION: Extra Duty

REPORTS TO: Assistant Superintendent of Instruction

QUALIFICATIONS:

- Must meet the requirements of a criminal records check(s) as specified by Kentucky State law
- Must meet health requirements as specified in district personnel policy

BASIC FUNCTION:

Perform a variety of technical tasks and duties concerning the design, implementation, and maintenance of the district website and other web-based resources and applications. In conjunction, these tasks will be expected to be performed with a high level of social and intrapersonal skills as demonstrated through communication and collaboration.

ABILITY TO:

- Coordinate website and social media application content
- Take lead role in maintenance and development of district website
- Collaborate and communicate with multiple staff members to ensure website accuracy and up-to-date information

REPRESENTATIVE DUTIES:

- Design, develop, implement, and maintain district website and social media applications for internal and external use.
- Create engaging text, image, and video content while implementing a style guide to ensure consistency for all print and content published.
- Review and error check all web content prior to and after release to maintain high standard of quality.
- Perform day-to-day maintenance of district website, ensuring the functionality, navigation, and overall performance to meet the needs of the district including ongoing maintenance and updates including content, adding functionality, optimizing images, and includes links, database, and other website add-ons.
- Regulate and manage the access rights of various users.
- Develop and implement annual training of website content managers and staff members on use and best practices for various systems and platforms, include school and teacher websites and pages.
- Coordinate and utilize social media applications, as appropriate, for district use.
- Provide regular status reports to supervisor
- Maintains direct channels of communication with Central Office administrators and directors to ensure website information is accurate and current.
- Provide appropriate technical advice and assistance to administrators and directors regarding website content.
- Perform related duties as assigned.

EVALUATION:

Evaluation will be in accordance with the Board's policy on evaluation of certified personnel.

TERMS OF EMPLOYMENT:

- Work year as stated in contract and designated by current school calendar and board policy.
- Salary commensurate with Extra-Duty salary schedule \$1500.00 per year