TITLE: **Web Site Designer**

QUALIFICATIONS:

1. ~~Holds a valid Kentucky teaching certificate; or~~
2. ~~Holds a Bachelor’s degree or higher with 2.5 grade point average; or~~
3. ~~Have a minimum of 64 semester hours with 2.5 grade point average and be 21 years of age; or~~
4. ~~Have a high school diploma (or its equivalent), be age 25 or over and completed 18 hour Emergency Non-certified Personnel Program~~
5. Has a high school diploma or G.E.D. Certificate
6. Minimum one year previous work experience with web page design
7. Knowledge and ability to maintain web site
8. Ability to work and communicate effectively with various clubs, organizations, staff, students, parents and community
9. Knowledge and ability to up-load information to Internet Service Provider (ISP)

REPORTS TO: Principal

JOB GOAL: To design and create a web site for various school clubs and organizations which can be accessed by everyone in the school and community for viewing and learning information about all activities happening within the school.

PERFORMANCE RESPONSIBILITIES:

1. Daily check e-mail and guest book for possible new ideas
2. Weekly add to web site information about various clubs and organizational meeting times and agendas
3. Weekly show current students in the news along with any current events
4. Add subject area links
5. Monthly update information on sports teams, clubs, organizations, lunch menu, newspaper, booster athletic, booster band, Best Students of the Month, Site Base Council Committee meetings, Site Base Council meetings, and Class Applications as teachers find a use for the Internet for curriculum
6. Research and use resources for links in finding new and informative web sites
7. Semi-annually add school play, talent show, career day, school year summer standard calendar and in winter update snow days
8. Add yearly information in Handbook, Mission Statement, requirements and/or course description
9. Each file area must be up-dated as soon as the information is available
10. ~~Have all students under supervision of certified personnel at all times at approved after school programs~~

TERMS OF EMPLOYMENT:

* Stipend
* Board approved 9-12-02