

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **WEBSITE COORDINATOR**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Annual salary to be determined by the Board of Education

**QUALIFICATIONS:**

1. Previous experience in a project management environment.
2. Strong familiarity with the internet and the World Wide Web.
3. Previous work experience developing products, services, and graphics for the world wide web and internet.
4. Technical expertise working with online-based programming, products, and services.
5. Competency with Microsoft Word and Excel.
6. Previous experience working in a team environment.
7. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

**ESSENTIAL FUNCTIONS:**

1. Serve as the liaison to the website provider and internal staff to continually improve the website for the purpose of informing the staff and public about the district.
2. Develop plans with district personnel about the nature, scope, time lines, and processes for the completion of internet projects for the purpose of keeping projects on schedule and on budget.
3. Facilitate process of developing district guidelines and implementation for the purpose of ensuring the proper use of the website.
4. Develop a plan of identifying department resources and provide training to district personnel in areas of web authoring, maintaining and updating department web sites, and other appropriate technical knowledge for the purpose of enhancing school and department web sites.
5. Provide technical assistance to school technology specialists in linking school sites to internet servers for the purpose of letting the public and district employees have access outside of school property.
6. Provide technical assistance to central office personnel in web site management to enhance technical knowledge and eliminate internet failure.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
8. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Developed skills working with the internet and the world wide web.
2. Broad knowledge of website construction and maintenance, including hardware and software applications/systems.
3. Ability to communicate with administrators, directors, staff and other district personnel.
4. Broad knowledge of graphic layout and computer design applications.
5. Extensive knowledge in video productions.
6. Configuration and management of internet servers.
7. Ability to analyze and support school websites.
8. Manages special website projects.
9. Effective communication skills.
10. Ability to organize and complete projects in a timely manner.
11. Excellent organizational abilities, as well as good written and oral communication skills.
12. Competency in several computer processing applications and programs.

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
2. Must have the physical mobility, visual acuity, and hearing range to accomplish the essential functions of the position.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 07/21/2008