

TITLE: DISTRICT WEBMASTER

QUALIFICATIONS:

1. Excellent computer and software application skills and enthusiasm for web technology. Willingness to learn specified web design software to produce the school web site.
2. Ability to communicate effectively including excellent English usage skills (i.e. grammar, spelling, punctuation and vocabulary).
3. Ability to work beyond normal school hours for school website updates and design.
4. Ability to work both independently and effectively with others.
5. Competent in exercising initiative, judgment, and discretion in performing duties including awareness of copyrighted and registered materials and their usage in design and implementation.
6. Thoroughness and an eye for detail.

REPORTS TO: School Principals and Superintendent

JOB GOAL: To design, produce, manage, and continually update the school website. This site is to be an effective communication tool for parents, students, employees and community residents.

DUTIES AND RESPONSIBILITIES:

1. Maintain and update an informative, appealing and user-friendly school website.
2. Edit, maintain, and upload data to the district for the school website.
3. Ensure the school website contains up-to-date information including dated materials such as school calendars, lunch menus, sports/club information, Board policies and staff welcome pages.
4. Create and assure the functionality of the links, surveys and scripts running behind the website.
5. Ensure teachers and staff are informed about the school website and the importance of keeping information current.
6. Work with the district technology coordinator and building principals or their designee in coordination of school websites.
7. Follow guidelines outlined by the district technology coordinator of web page practices that will make the school website an effective communication tool.
8. Assist in training of school personnel as it relates to the web as needed.
9. Ensure the school website contains content as prescribed by school administrators.
10. Monitor website for accuracy and acceptable content.

MENDHAM BOROUGH SCHOOL DISTRICT

B-8

DISTRICT WEBMASTER (continued)

TERMS OF

EMPLOYMENT: 12 Month Part Time Position - 180 hours a year.

EVALUATION: Performance of this job will be evaluated in accordance with the board's policy on evaluation of non-certified staff and with this job description. It will be posted annually as needed.

Approved by: Mendham Borough Board of Education

Date: June 26, 2013

LEGAL REFERENCES:

<u>N.J.S.A. 2A:38A-1 et seq.</u>	Computer System
<u>N.J.S.A. 2C:20-25</u>	Computer Related Theft
<u>N.J.S.A. 18A:6-7.1</u>	Criminal history record
<u>N.J.S.A. 18A:7A-11</u>	Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
<u>N.J.S.A. 18A:16-1</u>	Officers and employees
<u>N.J.S.A. 18A:36-35</u>	School Internet websites; disclosure of certain student information prohibited
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
<u>17 U.S.C. 101</u>	United States Copyright Law
<u>47 U.S.C. 254(h)</u>	Children's Internet Protection Act

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Manual for the Evaluation of Local School Districts

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.