Webmaster

TITLE: Webmaster

QUALIFICATIONS:

I. Education/Certification:
    I. High School diploma, or equivalent.
    II. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge:
    I. Excellent communications skills.
    II. Thoroughness and an eye for detail.
    III. Understanding of html and web databases.

REPORTS TO: Technology Coordinator

SUPERVISES: NA

JOB GOAL:

Maintain the school district website which communicates school-related information to parents, students, and the community-at-large.

PROFESSIONAL RESPONSIBILITIES:

I. Maintenance, on-going development of the school district website; including, but not limited to, assisting administration and teachers to post information on a regular basis.
II. Oversee the editing, updating, and development of all new and existing web pages on the Cape Elizabeth School District (CESD) website.
III. Ensures that all information posted on the CESD website follows all district policy, procedures, and state laws.
IV. Designing new online services. Administering systems storing data and content to support websites and online services.
V. Other duties as assigned to support district-wide online initiatives and various other technology projects.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the negotiated Cape Elizabeth Education Association agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. Technology Coordinator will the perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

APPROVED: November 9, 2010

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