

WINOOSKI SCHOOL DISTRICT
Job Description: WEBMASTER/HELP DESK

Date Approved/Updated: March 13, 2014

Location: District wide

Job Group: Support Staff, Union

Reports To: Superintendent or designee

Summary of Position Responsibilities: Design, develop and maintain state of the art web pages for the Winooski School District that are web friendly, user friendly, ADA compliant, and that can be used as an effective and efficient communication tool with parents, students, employees and community members. Serves as a member of the Technology Support Team.

Essential Duties and Responsibilities:

1. Develop and implement procedures for the ongoing design and revision of the Winooski School District website; establish priorities for web-site development; plan, review and evaluate the Winooski School District web page.
2. Work with the Winooski School District Administration to create and/or maintain a standard for the layout/design of “home pages” for each school/department.
3. Meet with school employees to assist with development and maintenance of their sites (e.g. training, trouble shooting, consulting).
4. Perform day-to-day maintenance of the Winooski School District and affiliated school/department websites, including quality control for third-party content, navigation and browser compatibility;
5. Maintain and develop web applications and databases. Ensure all links are working properly, timeliness and accuracy of web page information and resolution of problems.
6. Develop and maintain site maps and create effective search features for designated Winooski School District websites.
7. Assist with the development and maintenance of the Intranet
8. Create web forms as requested by the Winooski School District administration.
9. Work with Technology Support Team on issues of hardware/software that affect the web site.
10. Keep up to -date on web technologies, current developments and best practices in the field. Design a plan to implement/integrate the best practices.
11. Support social media development.
12. Document guidelines/overview of process, procedures, and training related to web design.
13. Ensure compliance with applicable legal requirements and the Winooski School District policies or rules on web site usage, security and standards.
14. Prepare basic user guides to assist teachers with educational software.
15. Reads technical manuals, confers with users and conducts diagnostics to investigate and resolve problems, as well as providing technical assistance and support.
16. Confers with users to establish requirements for new systems or modifications.
17. As a member of the Technology Support Team will create, modify and troubleshoot user accounts.
18. Other duties as assigned.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Supervisory Responsibilities include: training

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree in Computer Science or other appropriate discipline plus one year of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired. Experience with employee training methods desirable.

Certificates, Licenses, Registrations:

Language Skills: Excellent verbal and written communication skills. Ability to read and understand general business periodicals, professional journals, or technical procedures/manuals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers/staff, students and the general public.

Mathematical Skills: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Computer Skills and Experience. Significant knowledge of or background in WWW, HTML, graphic design, software applications, computer and network operations and maintenance required. Significant knowledge of or background in coding on-line systems, and database management preferred. Ability to use graphic design programs and familiarity with Linux, PHP, MySQL and Apache desirable. Ability to code in HTML also desirable.

Communication & Interpersonal Skills: Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies. Ability to work effectively and efficiently as part of a team.

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Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- | | | | | | |
|---|---|--|---|---|--|
| <input type="checkbox"/> _F_ Standing | <input type="checkbox"/> _F_ Walking | <input type="checkbox"/> _F_ Sitting | <input type="checkbox"/> _O_ Lifting | <input type="checkbox"/> _O_ Carrying | <input type="checkbox"/> _O_ Pushing |
| <input type="checkbox"/> _O_ Pulling | <input type="checkbox"/> _O_ Climbing | <input type="checkbox"/> _O_ Balancing | <input type="checkbox"/> _O_ Stooping | <input type="checkbox"/> _O_ Kneeling | <input type="checkbox"/> _O_ Crawling |
| <input type="checkbox"/> _O_ Crouching | <input type="checkbox"/> _O_ Reaching | <input type="checkbox"/> _O_ Handling | <input type="checkbox"/> _O_ Fingering | <input type="checkbox"/> _O_ Feeling | <input type="checkbox"/> _F_ Talking |
| <input type="checkbox"/> _C_ Hearing | <input type="checkbox"/> _C_ Far Vision | <input type="checkbox"/> _C_ Near Vision | <input type="checkbox"/> _C_ Color Vision | <input type="checkbox"/> _C_ Depth Perception | <input type="checkbox"/> _C_ Repetitive Motion |
| <input type="checkbox"/> _F_ Eye/Hand/Foot Coordination | | | | | |

Physical Effort: *Please indicate on the continuum the requirements of this position:*

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands. XX	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- | | | | | |
|---|--|--|-------------------------------------|---|
| <input type="checkbox"/> _O_ Exposure to
weather | <input type="checkbox"/> _O_ Extreme
heat | <input type="checkbox"/> _O_ Extreme
cold | <input type="checkbox"/> _O_ Noise | <input type="checkbox"/> _O_ Dust,
vapors, fumes |
| <input type="checkbox"/> _F_ Time
constraints | <input type="checkbox"/> _F_ Public
contact | <input type="checkbox"/> _F_ Deadlines | <input type="checkbox"/> _O_ Travel | <input type="checkbox"/> _C_ Inside
work |

Terms of Employment: Twelve-month year. Salary or Hourly Wage and work year to be established by the Board or Designee.

Compensation: As per negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.

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