

KLAMATH COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	District Webmaster	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Business Services Director
EDUCATION:	High School Diploma or GED Equivalent Associate's or Bachelor's degree or equivalent, and/or 3 years work experience in related field.	FLSA Status: Non-Exempt
LENGTH OF WORK YEAR:	260 Days/Year	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB DESCRIPTION:	<p>The District Webmaster manages the online presence of the District. This position is responsible for ensuring all school websites and department pages are up to date with current and accurate information. The Webmaster will design and coordinate the planning, maintenance, and accessibility of all district web properties in a way that ensures the consistency of the look and feel across the organization.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the SDS sheets.</p>	

MINIMUM QUALIFICATIONS:

- Experience with website development, implementation, and management.
- Be able to work independently as well as with a team
- Be able to meet strict deadlines and commitments
- Be able to adapt and pick up new skills quickly
- Have good interpersonal and communication skills
- Recognize and value the importance of customer service to our staff and parents
- Be thorough and precise in your work and have excellent follow-up
- Be able to rely on experience and judgment to plan and accomplish goals
- Capable of performing a variety of tasks
- Experienced in working with, selecting, and negotiating with external supplies
- Capable of motivating and organizing others
- Have a strong attention to detail and be highly organized

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Develops and maintains the District Website. Learn CMS or website platform and work closely with the website service providers, hosting company, or others who provide the platforms upon which we manage our school's websites.
2. Manage the day-to-day operation of the school's websites, ensuring the functionality, navigation, and overall performance meet the needs of our school/district. This includes ongoing maintenance and updates including content, adding functionality, optimizing images, and includes links, database, and other website add-ons.
3. Assure that the District website design is attractive, professional, informative, error-free, and intuitive.
4. Regulate and manage the access rights of the different users.
5. Manage URLs (domain names) and DNS requirements.
6. Ability to handle basic web programming, including knowledge of HTML and CSS. Basic understanding of DNS is also desirable.
7. Implementation of ADA website compliance WCAG 2.0 standards and maintenance of the school websites at that level. Create and implement training for other staff members regarding ADA compliance (establishment of this training is part of this responsibility).
8. Proficiency in writing and proofing content. Some editing of images and graphics is also necessary.
9. Implement and maintain a style guide for all website content that maintains consistency for all print and content published.

10. Develop and implement annual training of website content managers and staff members on use and best practices for the various systems and platforms, including CMS platform for the school and teacher websites and pages.
11. Serve as the liaison between the IT department and the various administrators in each school and division and the communications team.
12. Be familiar with SEO best practices to assist the school in their local marketing efforts.
13. Ensure a consistent look and feel across the Web site by promoting uniform fonts, formatting, icons, images, and layout, and creating appropriate templates to assist content authors.
14. Find, diagnose, and fix Website problems, including broken links (both internal and external), typographical errors, formatting inconsistencies, security issues and performance problems.
15. Manage and maintain an image repository for use across the entire organization.
16. Provide timely support to schools and district departments with the district website, social media, and other information platforms.
17. Perform related duties consistent with the scope and intent of the position.
18. Be knowledgeable of District policies and procedures and convey them in an honest and factual manner.
19. Regular attendance is an essential function of this position.
20. Serve as backup for eSchools Student Information System
21. Other duties as assigned.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance:					
If required, lifts over ____ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.		X			
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance:					
If required, carrying over ____ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.				X	
11-20 lbs.			X		
21-50 lbs.		X			
51-75 lbs.	X				
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker:					
Distance: ____ Type of Surface: (i.e. level, carpet, tile): _____					

In the event of an on the job injury:

<i>For physician to complete:</i>	
Is this job appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Release: _____
If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____	
_____ Physician's Signature	_____ Date