

BLEDSOE COUNTY SCHOOLS
Job Description for: Webmaster Supplement
Effective 7/1/2017

NATURE OF WORK

An employee in this position performs tasks to aid in the ongoing web presence of their specific school. This includes, but is not limited to:

Main school site	Club sites
Teacher/Classroom sites	Afterschool Program sites
Sports' sites	Band sites
Social Media	Video recording sites

EXAMPLES OF WORK

- Train and assist all teachers, coaches, club leaders in the creation and updates of classroom, club, sport, etc. web pages via School Messenger Presence.
- Monitor all web pages of your school, ensuring information is current, appropriate, and follows all board policies and guidelines relative to an online presence.
- Provide support to all staff as they maintain web pages and encourage regular weekly updates of the same.
- Arrange to record & post ALL school programs, orientations, etc., as requested by your principal or district staff.
- Check SchoolStation daily for SMP needs and respond, as soon as possible. Provide timely resolution of web page problems by providing answers or referrals (within 24 hours of first request).
- Maintain a list of those students who do NOT have permission to use school technology, Internet, or can participate in photography and/or posting of photography, and ensure all school staff are aware of this restriction.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of computers, both PC & Mac, and all other related technology devices or software used by your site.
- Specific knowledge of the School Messenger Presence (SMP) web design software.
- Specific understanding of the training options provided by SMP.

- ❑ General understanding of photo editing software, uploading/downloading of images, and video recording options to provide the best possible online presence possible for your school.
- ❑ Ability to communicate/train teachers in the use of SMP web designing software, social media, etc.
- ❑ Ability to establish and maintain effective working relationships.
- ❑ Ability to solve most minor web-based problems independently.
- ❑ Provide web-based update information to students, parents, and staff, as needed.
- ❑ Electronically submit any requested reports to BOE, as needed.

SUGGESTED TRAINING AND EXPERIENCE

School Technicians/Webmasters must:

- ❑ Be a current, professional employee of Bledsoe County Schools with a good attendance record.
- ❑ Be employed at the specific location seeking a Webmaster.
- ❑ Have an equivalent combination of training and experience that provides the required knowledge, skills, and abilities for the position.
- ❑ Be willing to use planning period, pre/post school hours to complete needed maintenance/updates of SMP and to assist others in the same.
- ❑ Be knowledgeable concerning School Messenger Presence web design, training sites/options, board policies, guidelines relative to an online presence.
- ❑ Be willing to attend technology trainings, staff development sessions, and assist with local in-service/staff development, as requested.

The above description is designed to provide a general guideline of the level of work found in building technology positions. It is not intended to contain all duties and qualifications required of an employee in this position.

***SPECIAL NOTE*: If the building technician chooses not to be school webmaster, this position will be divided into two positions: one school technician (60%) and one school webmaster (40%), thus a division of the supplement, as well. The duties of the building technician are provided on a separate document.**