

Job Title: Webpage/ Social Media

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reports to: Superintendent

Job Description: Perform a variety of technical tasks and duties concerning the design, implementation, and maintenance of the district website and other web-based resources and applications. In conjunction, these tasks will be expected to be performed with a high level of social and intrapersonal skills as demonstrated through communication, teamwork, and collaboration. They will further be performed in a K-8 educational setting. Job responsibilities may be required to be carried out in school buildings, offices, classrooms, labs and designated instructional/learning areas, however most work will be from off campus.

Performance Responsibilities: Other duties as assigned

- Design, develop, implement, and maintain custom web and database applications for internal and external use.
- Performs regular updates of pages and servers to maintain timeliness of data and security.
- Maintains direct channels of communication with the Director of Technology, Coordinator of District Information, and Superintendent
- Receives input, feedback, and advice concerning the content and display of all web-based resources from the Director of Technology, Coordinator of District Information, and Superintendent.
- Review, spell-check, error check all web content prior to and after release to maintain high standard of quality.
- Perform maintenance of web pages, assuring pages and changes are referenced in the major search engines

EDUCATION and/or EXPERIENCE: Bachelor's degree (B.A.) from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience; experience with office machines and computers; reliable; able to handle confidential matters; communicate effectively with staff and social agencies; flexible.

LANGUAGE SKILLS: Ability to read, analyze and interpret documents such as safety rules, operating and maintenance instructions. Ability to read analyze and interpret technical procedure manuals or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Proficiency with computer applications and/or personal computer and mainframe experience with spreadsheet skills. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS; *The physical demands described here are representative 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.*

While performing the duties of this job, the employee is almost continuously required to sit, talk, or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm, or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is acceptable to this particular environment. The employee is continuously interacting with the public, staff, and students. The employee frequently will be required to meet multiple demands from several people. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The information contained in this job description is for compliance with the American 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 individuals currently holding this position and additional duties may be assigned.

Shell Knob School District #78 is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, age or disability in compliance with the employment procedures.