



Assistant Webmaster – Elementary and Online Schools

Job Overview

The job of the Assistant Webmaster - Elementary and Online Schools was established for the purposes(s) of updating and maintaining the District's elementary and online school websites and ensuring that those websites are following and maintaining accessibility requirements and guidelines.

This job reports to the District Webmaster.

Job Functions

- Populates, maintains, and updates all WCS elementary and online school websites.
 - Communicates regularly with Elementary and Online Administration or designee to keep websites up to date.
 - Works to fix any functionality issues including broken links.
 - Works with District Webmaster to create images for schools to utilize for events, promotions, and announcements.
 - Works with elementary school Good News Ambassadors to regularly create images for elementary school websites for events, promotions, and announcements.
 - Communicates with elementary and online school calendar organizers regarding website calendars as needed.
 - Visits elementary schools on a regular basis to obtain necessary information and photographs for websites.
 - Assists with District's effort to ensure website accessibility to all individuals.
 - Assists with the evaluation of all school websites at least twice per year based on WCS requirements.
 - Conducts photo shoots at elementary schools and/or gives direction as it relates to visual goals in photography.
 - Performs color correction on photographs.
- Confers with appropriate personnel to assure high quality, accessibility, integrity, consistency, and accuracy of online content.
- Reviews content for appropriate and consistent messaging, punctuation, and compliance with the District's policies and procedures.
- Assists in the training of designated school staff for any new software and procedures.
- May provide accessibility training to school webmasters along with the District Webmaster.
- Remains current in new web software, design, and best practices.
- Remains current in accessibility guidelines, specifically Web Content Accessibility Guidelines (WCAG).
- Attends and participates in meetings, workshops, and/or seminars.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a standard office environment and in a generally clean and healthy environment. Generally, the job requires 60% sitting, 20% walking, and 20% standing.

Physical Requirements: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Qualifications

Minimum experience: Job related experience with increasing levels of responsibility preferred.

Minimum education: Bachelor's Degree in related field preferred.



The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Knowledge in the use of web and graphic editing software.
- Knowledge of the concepts of grammar and punctuation, safety practices and procedures.
- Knowledge of Cyber Security best practices.
- Skill in the use of pertinent software applications including but not limited to WordPress, Blackboard, HTML, CSS, Adobe Creative Suite, and the Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Publisher, and Outlook).
- Skill to perform multiple technical tasks with a new to periodically upgrade skills in order to meet changing job conditions.
- Skill in setting goals and objectives.
- Skill in problem determination and resolution.
- Ability to adapt to changing work priorities; communicate with diverse groups; and work as part of a team.
- Ability to plan, implement, and evaluate projects and program services.
- Ability to work with a diversity of individuals and groups and work with a wide variety of data types and/or purposes.
- Ability to prepare and maintain accurate and detailed records.
- Ability to lead the work of and/or train others.
- Ability to read and understand technical information, perform advanced math, and analyze situations to define issues and draw conclusions.
- Ability to gather, collect, classify, and/or integrate data from multiple sources and to consider a variety of factors when using equipment.
- Ability to be flexible working with others in a wide range of circumstances.
- Ability to schedule a number of activities, meetings, and/or events.
- Ability to establish, implement, and/or modify policies and procedures within established guidelines.
- Ability to focus on a repetitive task for long periods of time and working with frequent interruptions.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: None Specified

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.