



ASSISTANT WEBMASTER

Job Overview

The job of the Assistant Webmaster was established for the purposes(s) of assisting the District Webmaster in updating and maintaining the District websites, supporting and training school webmasters, and ensuring that our websites are following and maintaining accessibility requirements and guidelines. This job reports to the Communications Director.

Job Functions

- Assists District Webmaster with designing, updating, and maintaining the WCS website and Intranet.
- Assists with District's effort to ensure website accessibility to all individuals.
- Provides support and resources to all school webmasters and designated WCS employees.
- Provides accessibility training to school webmasters with the District Webmaster.
- Prepares, communicates, tracks, and reports school webmaster tasks as assigned.
- Works with District Webmaster to create images for school webmasters to utilize for events, promotions, and announcements as needed.
- Communicates maintenance reminders to school webmasters throughout the year.
- Remains current in new web software and design practices.
- Remains current in Accessibility Guidelines, specifically Web Content Accessibility Guidelines (WCAG).
- Assists with the evaluation of all school websites at least twice per year based on WCS requirements.
- Conducts photo shoots and/or give direction as it relates to visual goals in photography.
- Performs color correction on photographs.

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: Blackboard, WordPress, Filezilla, Microsoft Office (Word, Excel, Power Point, Publisher, and Outlook); graphic design experience using Adobe Creative Suite is a plus; planning and managing projects; preparing and maintaining accurate and detailed records; attention to detail and the ability to work well with others; and using pertinent software applications.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data. Flexibility is required to work with others in a wide variety of circumstances. Ability is also required to work with a diversity of individuals and/or groups. Problem solving is required to identify issues and create action plans. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing.



Qualifications

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

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

Required Testing: N/A

Continuing Education/Training: N/A

Required Certificates and/or Licenses: Valid TN Driver License

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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