

CLINTON TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: WEBMASTER

QUALIFICATIONS:

1. Excellent Written Communication Skills and attention to detail.
2. Familiar with WordPress
3. Must have intermediate knowledge of HTML and image processing (scaling, cropping, conversion)

REPORTS TO: DIRECTOR OF TECHNOLOGY

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the day-to-day oversight of the district's public website.
2. Duties include posting copy and images, adding events to the online calendar, maintaining links and occasional troubleshooting.
3. Conversion of documents for posting, as needed.
4. Adherence to district style guide.
5. Monitoring and resolving communications to the webmaster@ctsd.k12.nj.us account.
6. Regular grooming of content.
7. As needed, work to post closings and/or emergency information.
8. Provide feedback to the Director of Technology for improving internal workflows.

TERMS OF EMPLOYMENT: 10 Months – 1 hour per day

STIPEND: \$3,500

8/22/13