

Webmaster
New Hanover County Schools

Job Description

Class: Certified
Dept: Technology

TITLE: **Webmaster**

QUALIFICATIONS:

1. Bachelor's Degree with Teacher Licensure.
2. Three years of instructional technology experience.
3. Three years of classroom teaching.
4. Valid North Carolina driver's license.

REPORTS TO: Chief Technology Officer

JOB GOAL: Maintain the New Hanover County Schools presence on the World Wide Web.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to schools and technology.
2. Responsible for design, site structuring, and ongoing maintenance of New Hanover County Schools' world wide web.
3. Establish standards for appearance, feedback links, and forms for the web server.
4. Provide support and training for the development of teacher web pages.
5. Provide leadership and coordination to develop, implement, and update school and system instructional technology plans, focusing on the integration of technology into the ongoing curriculum.
6. Assist in the selection and purchasing of technology resources.
7. Engage in ongoing evaluation of the effectiveness of the informational and instructional technology planning, program, and staff development.
8. Provide technical advice, information, and assistance regarding equipment and technical infrastructure.
9. Attend meetings and staff development functions as necessary to develop skills.

10. Identify business, industry, and community resources that could enhance the instructional technology program and coordinate cooperative efforts between the community and the schools.
11. Implement and support any local, state, and federal grant as it pertains to the instructional technology program.
12. Supervise distribution and use of project items.
13. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/FLSA Exempt

Starting Salary and/or Grade: State teacher salary schedule

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of web server administration, php programming, mysql programming, Sharepoint 2007, web page authoring software, major educational and business software packages, use of the Internet and its protocols, and computer software installation and training.
- Ability to manage multiple high-priority tasks at once.
- Demonstrate functional knowledge of computer networking generally, and Novell network operating systems in particular.
- Ability to provide technical and software support to a diversity of individuals/groups; knowledgeable and competent in instructional technology functions and applications; knowledge of adult learning styles and effective teaching skills; effective communication and interpersonal skills; ability to communicate clearly and concisely, both orally and in writing.
- General knowledge of 6-12 Curriculum.
- General knowledge and experience in managing and forecasting budgetary items; ability to prepare and administer a project budget.
- Demonstrate functional knowledge of general programs, policies, and practices used in educational organizations; Total Quality Management principles, practices, and applications.
- Ability to establish and maintain cooperative working relationships; to work alone or supervise any number of personnel required to accomplish the assigned task.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Ability to lift up to 50 pounds.