

**SAYREVILLE PUBLIC SCHOOLS
WEB ASSISTANT/TECHNOLOGY FACILITATOR**

Position: Web Assistant/Technology Facilitator (1 per school)

Reports to: Director of Technology, building principal, and supervisor of professional development

Hours:

The duties related to this position will be fulfilled outside of assigned instructional or support duties and include time outside the contracted work day.

Primary Function:

To gather timely and accurate data pertaining to curricular and co-curricular school related activities and publish this information on a school's web page.

Assist teachers in identifying ways that technology can strengthen classroom curriculum and enhance student academic achievement

Qualifications:

- Demonstrates competency in the use of technology for instructional purposes
- Exhibits a working knowledge in, or has experience with, website design and development, social media usage and implementation
- Excellent written communication skills with strong attention to detail
- Working knowledge of the school and school community
- Holds valid and appropriate New Jersey professional certificate

Major Duties and Responsibilities

- Consult with the building principal and update the school website/social media as needed and in accordance with district policies and procedures
- Prepare and transmit data/images that are acceptable for inclusion in school web page(s) linked to the District Web Site; including: special school events, calendar, parent/teacher activities, principal's newsletter, etc.
- Capture digital images (digital camera supplied by Sayreville School District) for inclusion on school web pages.
- Verify that all content posted to school website and social media is compliant with Section 508 of the Rehabilitation Act of 1973 (29 U.S.C § 794 (d)).
- Actively upgrade existing school website content to meet WCAG 2.0 conformance level AA to comply with Section 508 of the Rehabilitation Act of 1973.
- Collect data on student/class special projects in curricular and co-curricular areas.
- Attend Web Assistant group meetings.
- Attend specialized training(s).

- Assist staff and students in the efficient and effective use of district technology
- Coordinate with the district webmaster to ensure that school level websites are populated and updated with school specific information.
- Coordinate with the district webmaster to verify school website content is in compliance with district policies and State or Federal regulations
- Participate in the planning and implementation of technology workshops and training projects
- Model exemplary practices regarding technology implementation and integration

Stipend: \$1,648 (As per SEA Contract)

Terms of Employment: Twelve months