

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: WEBSITE SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, design, develop and maintain District and school websites; manage the web servers and web-enable access to data and applications on servers; provide Student Information System (SIS) and Online Assessment Reporting support for district programs; develop project delivery processes, procedures deliverables, status reports and tracking for an assigned program.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Establish, develop and maintain District and school websites; determine proper template layouts for web sites to maximize effectiveness and meet District and school site strategies, goals and objectives; update websites with current information concerning organizational operations and activities; assure website features are aligned with established District policies and objectives.

Maintain and develop District assessment systems; develop processes and procedures for assessments administration, test creation and reporting for classroom, school district assessment, create and maintain student report cards and grade books; manage end user accounts.

Design and assure functionality of links, online forms, surveys and scripts; design and implement a variety of website features and applications.

Provide technical support for school sites and Departments for web based applications; integrate third party applications including calendaring, SIS and other information; maintain existing website programs.

Advise administration on revisions to existing methods, forms, records and reports to adapt them to information systems; evaluate, test, plan and present a variety of software for District review.

Design, develop and maintain District, department and school SharePoint sites, write content and integrate third party applications.

Troubleshoot problems of web pages and related applications and programs; prepare back-ups and provide routine maintenance of web pages.

Develop project delivery processes, procedures deliverables, status reports and tracking for an assigned program.

Collaborate with school sites, District departments to develop a consistent updated web presence; coordinate with school sites and District departments to develop a publicly assessable web-based calendar.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Provide administrative support for the Director-Information Technology; plan, organize and coordinate office activities; research and compile information ; compute statistical data for federal, State, District and school reports; perform special project as assigned by the Director.

Operate and utilize computers with various application software, languages and utilities used in web design; operate a variety of office equipment; drive a vehicle to conduct work.

Attend and participate in meetings and conferences; prepare and send out notices; collect and compile information, reports and agendas, record and transcribe minutes as assigned.

Plan and conduct trainings; create training materials; provide technical support and guidance to administrators, staff and end users.

Maintain various records, files and logs related to websites and assigned activities; design input forms and reports; assist with systems analysis.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, practices and procedures of website design and implementation.

Computer graphics, page layout, image scanning, audio applications, HTML, text editors, scripting, database design and programming languages and software used in web page development.

Website programming languages, utilities and applications used within the organization.

Principles and techniques of computer programming.

Policies and objectives of assigned programs and activities.

VOIP/CISCO phone systems.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Operation of computers and related software.

Technical aspects of field of specialty.

Record-keeping techniques.

Basic mathematics.

**ABILITY TO:**

Establish, develop and maintain websites in support of designated advertising and promotional functions.

Participate in the development and implementation of internet marketing strategies, goals and related website features.

Design and assure functionality of links, online forms, surveys and scripts.

Apply principles and techniques of computer programming and data structuring to specific problems or requests.

Evaluate, test, plan and present a variety of software for District review.

Demonstrate proficiency in designated computer programming languages.

Compose, review, proofread and edit website script and copy.

Design and implement a variety of website features and applications.

Train and provide technical support to staff and end users.

Establish and maintain cooperative and effective working relationships with others.

Extract and manipulate data for reports.

Develop project delivery methodologies.

Determine and implement appropriate size and arrangement of graphic features and copy.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Operate computers and a variety of specialized software used in web design.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent. Bachelor's degree with major coursework in website design, computer programming or related field.

Experience: Two years of experience in the development and programming of websites and some experience with Student Information Systems.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information.