

## **Web Support Coordinator**

### **Primary Purpose:**

The Web Support Coordinator is responsible for implementing and maintaining the (School District) presence on the World Wide Web, an Intranet presence within the District and listservs for various buildings and groups.

### **Reports To:**

Director of Information Services

### **Duties and Responsibilities:**

1. Develop, implement, and support a comprehensive Web strategy, including:
  - Coordinate with the Community Relations, Marketing Manager, building principals and Information Services Departments to develop an Internet presence that meets the needs and expectations of the (School District) and community
  - Work with Information Services and the various administrative departments to develop and deploy an Intranet strategy
2. Develop and code web pages, including:
  - Format graphics and text for finished web pages, including writing copy, proofreading copy, and choosing appropriate content
  - Design web pages to be efficient, pleasing to the viewer, artistic and legal according to copyright standards
  - Code web pages in a timely and professional manner
  - Integrate web pages created by other personnel
  - Work closely with various schools and departments to keep information consistent and up-to-date
  - Verify accuracy and integrity of information deployed via the web
  - Meet all timelines specified by the District's web strategy
3. Assist Network Administrator with technical aspects of the web server deployment, including:
  - Deploy and maintain server hardware and operating systems
  - Administrate web server software solution
  - Backup server and develop and follow emergency protocol
  - Develop security, access, and firewall policies
  - Administrate and support users
4. Maintain listserv programming for all buildings and interested groups to use.
5. Stay current with changes in the field.
6. Perform related work as assigned by supervisor.

### **General:**

This position requires a high school diploma; an Associate's degree or equivalent experience preferred. Experience with designing and coding web pages and a strong knowledge of HTML is necessary. Previous experience with Windows NT, Linux, Internet Information Server, and Apache preferred. An understanding of TCP/IP, Windows and Macintosh hardware and software is desirable. PHP, MYSQL and Content Management Systems. Must have good communication skills and the ability to work well with others in a team environment.