

Job Title: WEB CONTENT MANAGEMENT TECHNICIAN
Reports to: Director of Curriculum & Instruction
Dept. /School: Curriculum and Instruction
Wage/Hour Status: Non-exempt
Date Revised: February 15, 2016

Primary Purpose

Administer C&I web sites and manage content and structure. Support department and school district staff on department and campus web page updates and maintenance. Serve as liaison in troubleshooting concerns with learning management systems.

QUALIFICATIONS

Education/Certification

High School diploma or GED

Two (2) years associates degree in computer or technology field or equivalent, preferred

Special Knowledge/Skills

Knowledge of computer workstation setup

Knowledge of computer hardware and software applications (*Windows 2000/XP/Microsoft Office 2003/2007*)

Ability to design, produce, modify and evaluate interactive websites and instructional media applications

Ability to manipulate documents and data to support instructional applications

Ability to diagnose problems and perform repairs

Experience

One year experience in related field

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain Curriculum and Instruction Webpage, including but not limited to team sites and upcoming trainings.
2. Upload and maintain curriculum repositories such as Office 365 sites.
3. Utilize web content processes to manage the parent portal, uploading documents, verifying information, and ensuring the maintenance of the site.
4. Utilize Office 365 and related tools to publish content and upload documents for maintenance of Internal Team Sites.
5. Utilize web content processes to manage documents and assist in the maintenance of External web sites.
6. Import users into necessary management systems, including but not limited to: Blackboard, Learning Ally, and e-textbook subscriptions.
7. Serve as liaison in troubleshooting concerns with learning management systems.
8. Provide support and assistance for importing and developing online content within learning management systems.
9. Coordinate web material of Curriculum and Instruction website and Parent Portal to ensure consistency in style, tone, and quality.
10. Develop and maintain systems to support posting and updating web material.

11. Manage and support web sites as needed, including but not limited to websites for STAR surveys.
12. Keep abreast of the latest developments and innovations in the field of media product design and emerging technologies.
13. Support online inventory of C&I assets and innovations in the field of media product design and emerging technologies.
14. Troubleshoot and provide support in the general use of instructional technologies for district staff.
15. Troubleshoot and provide support in the general use of instructional technologies for C&I computer lab and individual workstations.
16. Provide support and maintain records documenting online trainings & offerings.
17. Support C&I department for training and staff development.

MAJOR RESPONSIBILITIES AND DUTIES

Ability to:

18. Plan, organize and control assigned projects.
19. Develop and maintain cooperative working relationships with staff, user community, and others contacted through job.
20. Troubleshoot and provide support in the general use of instructional technologies.

Safety

21. Operate tools and equipment according to prescribed safety procedures.
22. Follow established safety procedures and techniques to perform job duties, including lifting, climbing and carrying.

Other

23. Perform other duties assigned by supervisor.
24. Maintain confidentiality of information.
25. Reports to work on time, dependable
26. Self-motivated, stays on task

Supervisory Responsibilities

None

EQUIPMENT USED

Personal computers and peripherals, including modems and printers.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____