

Liberty Union High School District  
Human Resources

## JOB DESCRIPTION

JOB TITLE: Site Web Master

GENERAL DESCRIPTION:

As part of a school's effort to be accessible to the public, the Site Web Master will ensure that the school to which he/she is assigned has an active web site that is user friendly to the public and contains current and helpful information to show the school and the district in a positive light

SPECIFIC DUTIES:

Maintaining the school's web site includes but is not limited to:

- > Develop and maintain a strategic plan for the school's internet presence
- > Monitoring the web site so that it contains current and accurate information
- > Produce a consistent visual image by promoting uniform fonts, formatting, icons, images, layout techniques and modularization, including maintenance of template and image archives
- > Determine appropriate compression techniques, resolutions, sizes, color maps, and depths to ensure that images are delivered at sufficiently high speed and quality
- > Managing links and cross-promotions with other sites, ensuring that links are current and appropriate
- > Checking for, diagnosing and repairing bugs and other technical problems
- > Developing, researching, laying out, and writing/editing new sections and features
- > Maintaining cross-platform and cross-browser compatibility to keep the website accessible from a variety of different environments
- > Ensure that all Web Master mail receives timely response
- > Help teachers create web pages so that student work could be displayed
- > Liaisoning with district educational technology personnel to get required support and meet the district standards for school web sites
- > Monitoring students who will help maintain the site to make sure the web site is a credit to the school and does not include inappropriate information and links.
- > NOTE: Programming HTML and integrating multimedia assets desirable but not required.

QUALIFICATIONS:

- > Must be a staff member in Liberty Union High School District, teacher preferred
- > Demonstrated college coursework in web site design, or equivalent work experience
- > Familiarity with web design software compatible with the district's system
- > Ability to pass competency task as designed by district educational technology personnel, when this screening assessment has been developed
- > If not a LUHSD staff member, must be free of Tuberculosis and pass DOJ fingerprint screening

COMPENSATION: Stipend identified in the LEA Contract

IMMEDIATE SUPERVISOR: School Principal

AFTER-HOURS COMMITMENT: Ideally, teaches a Web Design class so in-class time can be used by teacher or students. If so, once the web site has been created, estimate that average of 4-7 hours weekly will be required to maintain. If not, 10-12 hours/week may be required at peak times