



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

School Webmaster

QUALIFICATIONS:

- WV Professional Teaching Certificate
- Current School/County employees preferred
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

SUPERVISORS: Principal/Technology Director

Purpose:

The webmaster manages the operation of the school website and promotes positive public relations for the school/school district.

Duties/Responsibilities:

- Design and update school website in compliance with Policy 2460, Article 3.4. Web Publishing
- Assist principals, secretaries and teachers in collecting information to post/update on at least a monthly basis
- Oversee the editing, updating and development of all new and existing web pages on the school website.
- Ensure that all information posted on the school website follows Grant County School District Policies and West Virginia State Board Policies
- Assisting the technology contact in maintenance of logins and passwords for the district networks, email and other services.
- Ensure information/updates are uploaded to the site in timely manner
- Assist technology contact with the implementation and use of Edline (if applicable)
- Other duties as assigned by the Principal/Technology Director to support school-wide online initiatives and various other technology projects.