

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title:	Web Design Specialist (R02)	Job Family:	08
Department:	Information Systems	Lane Placement:	13
Supervisor's Title:	Director of Information Systems Instructional Technology Consultant	Contract:	245 Days
FLSA Classification:	<u>Non-Exempt</u>	Hours per Day:	8
Department Approval:	<u><i>Ken Bird</i></u>	Date:	<u>12/5/16</u>
ADA Review:	<u><i>Junele Master</i></u>	Date:	<u>12.5.16</u>
Human Resource Approval:	<u><i>Paul Bruze</i></u>	Date:	<u>11/4/16</u>
Superintendent Approval:	<u><i>[Signature]</i></u>	Date:	<u>1/5/17</u>
Original date:	<u>06/01</u>	Revised:	<u>11/16</u>
		Revised:	

GENERAL FUNCTION

Under general direction from the instructional technology consultant, the **Web Design Specialist** is responsible for developing, maintaining, and troubleshooting the District website. Assists in the development of internal web applications to ensure consistency with the District website. Creates and re-designs functional web pages as needed to provide information to employees, patrons and the community. Works closely with schools and departments in the creation of new websites and ensure website content adheres to District policy.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Develop, maintain and troubleshoot the District website. Create and re-design functional web pages as needed to provide information to District and school personnel, patrons and the community.
- Assist in the development of internal web applications to ensure consistency with the District website.
- Work closely with all schools and departments in the creation of new websites to ensure website content adheres to District policy.
- Provide website support and training for designated school and District personnel.
- Track and analyze web traffic statistics for periodic reporting and review of content effectiveness.
- Perform District and school web server administration and maintenance responsibilities.
- Restore web server data, perform web server updates and maintain web server security measures.
- Broadcast District publications and messages through an internal email system to District personnel, as requested.
- Maintain email distribution for District personnel and patrons opting to receive District and school communication.
- Collaborate website technology and social media needs with the communications department.
- Design and create District-specific designs, school logos, information/promotional materials and other graphic projects, as needed.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in communications, multimedia design, or related field plus three years of work related experience with demonstrated competence or an equivalent combination of education and experience
- Requires experience working with web development tools (i.e. WordPress, Dreamweaver, etc.).
- Experience with basic and advanced graphic design software preferred (i.e. Photoshop, Acrobat, Illustrator, InDesign, etc.)
- Experience working with basic and advanced graphic design software preferred
- Requires excellent communication skills, both oral and written.
- Must demonstrate competence in reading, writing and math.
- Requires strong interpersonal skills both verbal and written.
- Requires ability to meet deadlines and work well under pressure.
- Ability to effectively present information and respond to questions from principals, directors, administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, etc.
- Requires a valid driver's license to legally operate a motor vehicle in Utah.
- Must be self-motivated and proactive in completing tasks with minimal direction.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment and machines (i.e. computer, phone, fax, copier, etc.).
- Must provide own transportation to and from schools.

Physical Requirements – Not limited to the following:

- Requires constant sitting and keyboarding/mouse use.
- Occasional vehicle driving.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.