

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Web Technician
Taxing Authority: School Board
Reports to: Chief Quality Assurance Officer

Minimum Eligibility Requirements:

One or more year's experience in design, implementation and modification of web-based applications;
 One or more year's experience with design and implementation of database applications;
 One or more year's experience in maintaining a web server;
 Training experience strongly preferred;
 Teaching certificate or eligible for adjunct certificate; notwithstanding the certification, the job will be full time.

Language Skills:

Ability to write for a variety of audiences. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, teachers, and the general public familiar with computer-based authoring systems.

Mathematical Skills:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to estimate materials and equipment required for operations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to trouble shoot and solve problems.

Other Skills and Abilities:

Advanced working knowledge of personal computers and operating systems;
 Excellent understanding of the capabilities, requirements and limitations of web-based delivery systems;
 Knowledge and experience with HTML and other web-design tools;
 Excellent working knowledge of database design principles and experience with using databases in a web-based environment;
 Excellent layout and design skills;
 Excellent trouble-shooting and problem-solving skills;
 Excellent oral and written communications skills; ability to write for a variety of audiences is critical;
 Excellent background in marketing and advertising;
 Excellent organizational and project planning skills;
 Flexible, team player able to work effectively with individuals with different backgrounds and levels of expertise;
 Dependable, reliable, self-motivated and able to work with minimal supervision;
 Familiarity with computer based authoring systems preferred;
 Ability to estimate amounts of materials and equipment required for operations.

(over)

Physical Demands:

While performing the duties of this job, the employee is continuously required to sit and talk or hear, and repeat the same hand, arm or finer motion. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Technical Center

Job Goal:

Responsible for the daily up-dates to the district's web presence (web pages, portal, or other), management and evolution/expansion of the district's web services, as well as training and technical support of these endeavors.

Essential Duties and Responsibilities:

1. Designs, develops and maintains additional pages to the Teacher Academic Help Desk (or other web presence)
2. Assists in training users on implementation and use of TAHD
3. Develops and implements delivery system for web-based training
4. Updates district pages daily
5. Provides assistance and training on creation of web pages
6. Keeps apprised of new web technologies
7. Assures that web-based information is archived for future needs and reference
8. Demonstrates continuous effort to improve operations and work collaboratively to provide quality seamless service
9. Maintain library of on-line reference documents and links, ensuring that updates and revisions are accurate and timely
10. Provide formal and informal training on web design and use of web-based applications
11. Make recommendations and implement processes, methods, and programs to continually improve these endeavors
12. Directs the planning, development, and maintenance of the district's web services
13. Responsible for coordinating, planning, and implementing the overall web development policies for the district
14. Ensures that all web clients and servers are provided adequate protection from viruses
15. Confers with Data Processing to ensure that web services are always available and adequate fault tolerance is provided
16. Other related responsibilities as assigned.

Length of Employment:

Salary: As provided in Master Contract between Okaloosa County Education Association and School Board for specific year.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy.