

**Job Title:** School Webmaster

**Reports to:** Principal

**Work Day:**  Stipend Pay/ $200/month

Qualifications:

* Knowledge of web tools
* Knowledge of creating content for website

Purpose:

* Maintain updated website for the school
* Create content for the website to provide information to our students, staff, and parents
* Verify that all website content is compliant with all federal and state requirements including ADA compliance

Expectations:

* Dependable
* Manages time effectively and independently
* Detail-oriented
* Self-Motivated
* Attend training held by district throughout the school year

Language Skills:

* Must be able to communicate effectively with all levels of staff, co-workers, customers, supervisors.