

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Central Management Support**

<b>Title:</b>	<b>Website Manager</b>
<b>Qualifications:</b>	<ol style="list-style-type: none"> <li>1. Excellent written communication skills and attention to detail.</li> <li>2. Familiar with School Messenger</li> <li>3. Must have intermediate knowledge of HTML and image processing (scaling, cropping, conversion)</li> </ol>
<b>Certificate and Endorsement Requirements:</b>	None required
<b>Reports To:</b>	Director of Special Projects

**Performance Responsibilities:**

1. Responsible for the day-to-day oversight of the district's public website.
2. Duties include posting copy and images, adding events to the online calendar, maintaining links and occasional troubleshooting.
3. Conversion of documents for posting, as needed.
4. Adherence to district style guide.
5. Monitoring and resolving communications to the webmaster account.
6. Regular grooming of content.
7. As needed, post closings and/or emergency information, send district notifications.
8. Provide feedback to the Director of Special Projects for improving internal workflows.

<b>Terms of Employment:</b>	10 Months – 1 hour per day
<b>Approved by:</b>	Superintendent of Schools
<b>Date:</b>	April 26, 2021 (Adopted)
<b>Account Code(s):</b>	11.000.252.100.990.000- 100%