

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Web Specialist

Purpose:

The job of Web Specialist was established for the purpose(s) of developing, implementing, documenting and maintaining, assigned Internet and Intranet applications; troubleshooting problems and managing related internal systems' and applications' projects; defining and monitoring "look and feel" for all District web pages; assists with the creation and distribution of various media, curriculum support and integration of technology; and supporting the development of subordinate sites.

Essential Functions:

- Assists a variety of content providers and departments for the purpose of updating, enhancing and/or modifying information within pages of the Internet and/or Intranet site.
- Recommends standards for design, navigation and browser compatibility (e.g. accessibility, fonts, formatting, icons, images, layout techniques, and modularization, including maintenance of template and image archives, etc.) for the purpose of meeting District goals and presenting a consistent image within the community.
- Develops a variety of reports, databases, and/or web applications for the purpose of meeting district requirements.
- Oversees website(s) and home page(s) (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Participates in a variety of planning and development activities, including district wide committees for the purpose of creating short and long range plans for programming support to the district.
- Prepares written materials (e.g. procedures, usage reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Designs interactive forms for the purpose of supporting online information exchange.
- Provides technical training to staff members for the purpose of increasing staff members' abilities to use Internet/web applications.
- Researches a variety of topics related to materials, equipment and/or work aids (e.g. software, supplies, vendors, etc.) for the purpose of making recommendations for solutions that address specific requirements and/or enhancing overall efficiency of operations.
- Responds to inquiries from teachers, other district personnel, community agencies, and the public for the purpose of assisting in the use and expansion of web-related applications.

Other Functions:

- Participates in training for the purpose of updating skills as changes occur in district software.
- Maintains manual and electronic documents, files and records (e.g. publication archives, etc.) for the purpose of providing up-to-date reference materials.
- Troubleshoots hardware and/or software problems for the purpose of providing technical advice and training, resolving problems and/or compiling concise descriptions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications (e.g. MS Office, Java, HTML authoring, SQL, MySQL, Dreamweaver, Flash, etc.); planning and managing projects; web program scripting (Actionscript, PHP, JSP); preparing and maintaining accurate records; and various operating systems.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: elements of graphic design and layout; current generation operating systems, composition software; concepts of grammar and punctuation; web design, programming, and site creation; and LINUX/OSX system administration.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds and technical expertise; communicating technical information to non-technical audiences; establishing and maintaining effective relationships; meeting deadlines and schedules; setting priorities and handling multiple requests; working as part of a team as well as working independently.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Develop and maintain the district web site
- Support staff in creating and maintaining web pages
- Assist in developing and maintaining standards and procedures for web page formatting, accuracy, design, and structure
- Perform ongoing evaluation of web site software, hardware, and technology to ensure the continued and future effectiveness and efficiency of the web site
- Provide technical training to district staff members
- Evaluate and recommend Internet search systems and programs
- Design interactive forms to support online information exchange
- Perform short- and long-term planning for the integrated Internet resources for the district
- Remain current on Internet safety, security, and accessibility issues
- Facilitate electronic communication for district and schools
- Initiate contacts with various district personnel to gather information for web site upgrades
- Perform such other duties as may be directed by the Director of Technology and Assessment

Education and/or Experience:

- Bachelor's Degree preferred
- Three to five years previous work experience directly related to the duties and responsibilities specified
- Certification in web design or technology (HTML, php, JAVA, etc.)

FLSA Status: Non-Exempt

Work Year: Twelve Months

Reports to: Director of Technology and Assessment

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Seldom – less than 5%%
Carrying	Seldom – less than 5%
Pushing	Seldom – less than 5%
Pulling	Seldom – less than 5%

Mobility

Standing	10%
Walking	10%
Sitting	80%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%