

FREMONT SCHOOL DISTRICT  
JOB DESCRIPTION

**POSITION TITLE:** Ellis School Website Coordinator

**CONTRACT TYPE:** Extra-curricular

**JOB GOAL:** The purpose of the Website Coordinator is to create a one-voiced web-branding of the Ellis School. The Website is a window into our school that allows the community to know what is going on.

**QUALIFICATIONS:** Experience within the field of Web-design preferred

**REPORTS TO:** The Principal

**EVALUATION:** Annually by the Principal

**PERFORMANCE RESPONSIBILITIES:**

1. Semi-annually solicits, screens, and recommends website content materials to the principal for approval who then sends it on to the webmaster
2. Maintains the accuracy and timeliness of the school lunch menu
3. Solicits classroom news and pictures from staff and faculty to share on the Ellis website
4. Promotes and monitors the Ellis website to keep the information current
5. Reviews teacher/classroom websites and reminds staff to update *their* websites at least once a trimester
6. Works with the Webmaster and/or Technology Director to upgrade the “look” and “user-friendliness” of the Ellis website

**PHYSICAL ACTIVITY REQUIREMENTS**

Primary Physical Requirements:

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Lift up to 10 lbs.:           | Frequently required   |
| 2. Lift 11 to 25 lbs.:           | Occasionally required |
| 3. Lift 25 to 50 lbs.:           | Occasionally required |
| 4. Lift over 50 lbs.:            | Not required          |
| 5. Carry up to 10 lbs.:          | Frequently required   |
| 6. Carry 11 to 25 lbs.:          | Occasionally required |
| 7. Carry 26 to 50 lbs.:          | Occasionally required |
| 8. Carry over 50 lbs.:           | Rarely required       |
| 9. Reach above shoulder height:  | Occasionally required |
| 10. Reach at shoulder height:    | Occasionally required |
| 11. Reach below shoulder height: | Occasionally required |
| 12. Push/Pull:                   | Rarely required       |

Hand Manipulation:

- |                            |  |
|----------------------------|--|
| 1. Grasping:               | Occasionally required                      |
| 2. Handling:               | Occasionally required                      |
| 3. Torqueing:              | Occasionally required                      |
| 4. Fingering:              | Frequently required                        |
| 5. Controls and Equipment: | Computer, telephone, copy and FAX machines |

Other Physical Consideration:

- 1. Twisting: Rarely required
- 2. Bending: Rarely required
- 3. Crawling: Rarely required
- 4. Squatting: Rarely required
- 5. Kneeling: Rarely required
- 6. Crouching: Rarely required
- 7. Climbing: Rarely required
- 8. Balancing: Rarely required

Work Surface(s):

Varies: carpeting, linoleum, tile, etc.

During the Work Day, Employee is required to:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirement(s):

- 1. Talking: Necessary for communicating with others.
- 2. Hearing: Necessary for receiving instructions and queries.
- 3. Sight: Necessary for doing job effectively and correctly.
- 4. Tasting and Smelling: Not required.

Specific Vocational Preparation Requirements:

- 1. Short demonstration only
- 2. Any beyond short demonstration up to and including 30 days
- 3. 30-90 days
- 4. 91-180 days
- 5. 181 days to 1 year
- 6. 1 to 2 years
- 7. 2 to 4 years
- 8. 4 to 10 years
- 9. Over 10 years

Other Training, Skills and Experience Requirements:

Computer skills, knowledge of computer networks, knowledge of computer hardware and software, knowledge of curriculum and grant-writing skills

Summary of Occupational Exposures:

May be exposed to cleaning fluids and copier toner

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit, stand, and walk as needed.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed under this job description. The above statements are not to be construed as an exhaustive list of all knowledge,

skills, abilities, and responsibilities required by personnel subject to this job description. All personnel may be required to perform duties outside of this job description as necessary from time to time. This job description does not constitute an employment agreement between the District and them employee and is subject to change by the District as the needs of the District and requirements of the job change. The Fremont School District is an Equal Opportunity Employer. Position is subject to Fremont School District policy, rules, and regulations.