

## **LACEY TOWNSHIP SCHOOL DISTRICT**

### **CO-CURRICULAR**

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**JOB TITLE:** Web Based Communications Liaison

**REPORTS TO:** Supervisor of Information Technology

**JOB GOAL:** To supervise, monitor, format, post, update, solicit, and promote all aspects of the production of the district web based communications.

**QUALIFICATIONS:** Certified Teacher

#### **RESPONSIBILITIES:**

- To coordinate the content and the production of web materials
- To ensure proper layout and appearance of websites
- To solicit and seek editors who will coordinate and produce the work for posting
- To provide ongoing direction and suggestions to improve content
- To encourage the development of journalistic and photographic talents amongst stakeholders
- To advise the staff to the need for continuous and up-to-date information
- To assure that high ethical standards are maintained by the websites and screen all postings to ensure a high standard of academic integrity
- To maintain accountability and security of websites
- To oversee the maintenance of the website
- To review and maintain relevant website design themes throughout the district websites
- To provide a learning experience for possible student interns by developing leadership, self-management, and digital responsibility individually and collectively

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Lacey Township Board of Education

Date Approved: August 19, 2019

#### **LEGAL REFERENCES:**

