

**Flemington Raritan Regional School District**

**JOB DESCRIPTION**

**TITLE:** SCHOOL WEBSITE COORDINATOR

**QUALIFICATIONS:**

- Teaching and/or substitute teaching certificate required (permanent or county substitute).
- Employee of Flemington Raritan School District; current middle school teacher preferred.
- Required criminal history background check and proof of US citizenship or legal resident alien status.
- Ability to work cooperatively with students, parents, administrators, and officials in a club environment.
- Such alternatives to the above qualifications as the Board of Education deem appropriate and acceptable.

**REPORTS TO:** Middle School Principal or designee.

**DESCRIPTION:**

The website coordinator will manage all information that is posted on the world wide web.

**RESPONSIBILITIES:**

- The website coordinator is responsible for keeping the J.P. Case Middle School's website up to date with current information and making sure it is grammatically correct at all times. The website coordinator manages any and all posting both internally and externally on the J.P. Case web site.

**TERMS OF**

**EMPLOYMENT:**

Salary and hours as approved by the Board of Education as per FREA agreement.

**EVALUATION:**

Middle School Principal or designee annually by the month of June.

**APPROVED BY:**

Flemington-Raritan Board of Education      **DATE:** August 18, 2008

**REVISED:**