

Website Development, Alignment & Maintenance

Why: District, department, campus and teacher websites are the face of the district on the World Wide Web				
What: Maintain district, department, campus and teacher websites with current, accurate and accessible information in compliance with federal law				
Who:	Teachers	Directors/Principals	Department/Campus Webmasters	Web Administrator
Responsibilities:	<p>Post minimum information requirements on teacher page:</p> <ul style="list-style-type: none"> ▪ Home Page <ul style="list-style-type: none"> • About Me app with Teacher's Name/Photo/Email Address/Phone Number & Grade/Class/Content • Class schedule • Tutorial information • Class rules & expectations • Syllabus (if appropriate) • Site shortcuts • District grading policy • Pacing calendar • Grade/content specific TEKS 	<p>Oversite and collaboration with webmaster to ensure</p> <ul style="list-style-type: none"> • campus and teachers pages are up-to-date, accurate and accessible in compliance with federal law • channels and menus follow district guidelines <ul style="list-style-type: none"> ○ Secondary Channel Bar and Related Pages ○ Elementary/Intermediate Channel Bar and Related Pages 	<p>Update department/campus website with accurate and accessible information in compliance with federal law and according to district website guidelines:</p> <ul style="list-style-type: none"> • Maintain Required Channels <ul style="list-style-type: none"> ○ Secondary Channel Bar and Related Pages ○ Elementary/Intermediate Channel Bar and Related Pages ○ Webpage Requirements • Verify and maintain all staff email addresses making sure they are accurate and correct as needed • Monitor website accessibility <p>Campus Only</p> <ul style="list-style-type: none"> • Build new webpages and provide training to all teachers/ staff each fall and on-going as new teachers/staff are added 	<p>Monitors technical effectiveness and functionality for the district website and is the primary coordinator for the district website to ensure legal compliance.</p> <p>Requirements</p> <ul style="list-style-type: none"> • Establish and maintain website standards for district, department, campus and teacher sites • Provide accessibility information to principals/directors • Monitor websites for accessibility and up-to-date content • Monitor and share analytics • Meet with district leaders to evaluate and implement tools and methods to deploy district information • Meet with campus/department webmasters fall, spring and summer to share information, new tools and provide training. • Keep current on website administration including attending area Blackboard User groups as well as seeking out additional training as needed
When:	Beginning of year and each semester	Quarterly throughout the year	Monthly throughout the year	Ongoing throughout the year