Job Title:	Web Developer I	**Wage/Hour Status:**	Exempt
Reports to:	Web Solutions Manager	**Pay Grade:**	504
Dept. /School:	IT	**Date Revised:**	September 30, 2020

Primary Purpose

Perform all phases of software development, including analysis, design, writing codes, testing, and implementation.to include the development and maintenance for the district's internet and intranet webpages. Assist in the development and adherence of policies and procedures relating to website design standards.

Qualifications

Education/Certification

Bachelor's Degree in Business Administration, Computer Information Systems, Education, or other related field,
OR
An equivalent combination of Associates Degree, and relevant certifications and experiences

Special Knowledge/Skills

- Strong graphic design skills
- Expertise in current internet standards, including web browsers and browser specifications
- Experience with managing website content
- Ability to learn new internet and authoring technologies relevant for website development
- Experience with web content and the use of PHP, Perl, C/C++, CGI, MySQL and/or SQL
- Knowledge of webpage authoring tools and procedures (HTML, Adobe Photo Shop, XML, Java Script)
- Working knowledge of networking technologies, including security and encryption on the internet, and basic networking concepts
- Experience with database integration
- Working knowledge of the LINUX operating system, web application server technology, and Apache web server capabilities
- Strong organizational, communication, and interpersonal skills

Experience

One (1) or more years of experience performing website programming and design

Major Responsibilities and Duties

1. Work with Web Solutions Manager, internal end-users and business analysts to understand functional needs.
2. Conduct detailed systems analysis to define software requirements.
3. Design applications, user interfaces and database elements as required.
4. Create, maintain, and update technical manuals and documentation for internally developed software.
5. Identify application-related problems and recommends solutions.
6. Work closely to coordinate all phases of development lifecycle with the Web Solutions Manager and development team.
7. Performs other duties as assigned by supervisor.

Web Software Development

8. Design, develop and implement software packages for websites.
9. Troubleshoot, debug and implemented software code.

Web Graphic Design

10. Design HTML prototypes, visual interfaces and interaction of web-based applications.

Web System Administration

11. Work with appropriate district personnel in creating and/or maintaining webpage presence on the district's internet or intranet servers.

12. Monitor adherence to district webpage design and publish techniques.

Other
13. Compile, maintain, and file all required reports in support of the district's web presence.
14. Comply with policies established by federal and state law, State Board of Education rule and local Board policy.
15. Perform other duties as assigned by supervisor.

Supervisory Responsibilities
   None

Physical and Mental Job Requirements
   Mental Demands/Physical Demands/Environmental Factors
   Maintain emotional control under stress. Repetitive hand motions and prolonged use of the computer. Occasional prolonged and irregular hours.

Terms of Employment
   226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____