

CHILDREN AND COMPANY  
WEBSITE COORDINATOR

AVAILABILITY REQUIREMENT: Must be able to prepare the private school members' website for the new school year, with work occurring most intensively during the month of September. After September, must be able to update the members' website on a monthly basis and the public website as needed. Must create, update and maintain the 5 Yahoo email lists (2's class, 3's class, 4's class, entire school, and Board.) Must be able to coordinate with other school members as described below. Must have knowledge of personal computers, reliable access to the Internet, prior experience with HTML and webpage creation/maintenance, knowledge of file formats and ftp networking options, the ability to transfer files to and from the Internet, and the ability to use word processing software. Ability to use image editing software would be very helpful.

1. Maintain the public homepage (<http://www.childrenandcompany.org>) for public viewing.

Near the beginning of the school year, verify that all information on the site is correct and current. Pay particular attention to information posted about the school's contact information, teaching staff, tuition, and daily schedule.

Ensure that the e-mail address for the Membership Coordinator has been updated to reflect the address of the person currently holding that job. This information is found on the "Membership" page and the "Contact Information" page of the website.

Ensure that no student names are used on public webpages.

2. Prepare the private members website (<http://www.ourchildrenandcompany.org>) for the new school year.

Near the beginning of the year, examine the list of user accounts and check to ensure that all current school members have accounts. Verify that people who have left the school have had their accounts deleted. *The outgoing webmaster should have completed this job already.*

Send an e-mail to each member family informing them of their username and password and the address of the members' website.

Delete old files remaining from previous years, with the exception of the School Handbook, Bylaws, Orientation Guide, and How To Co-Op Guide. These documents are not changed on an annual basis and may be current. Consult the Secretary for advice if you are not sure which version of these documents is current. *The outgoing webmaster should have completed this job already.*

Post the current copy of the Member Directory in the "General Information" section of the site. The directory can be obtained from the Membership Coordinator.

Post the current copy of the School Calendar in the "General Information" section of the site under the heading "Calendars."

3. Set up and maintain the Yahoo email lists for the next year.

In early June, delete the 4's class, change returning members to the next class, create a 2's class group and add new members.

Throughout the year, as new members join, add them to the email lists. Delete any members who leave the school mid-year. Update addresses as needed or requested by current members. Check monthly for bouncing addresses, possible spam or other messages that need attention. Follow up on member requests about problem messages.

Transfer list to new Webmaster during the change over time at the end of the year.

4. Maintain the Members' Website (ourchildrenandcompany.org) monthly:

Contact the Class Chairs for copies of the co-op/setup calendar and current snack lists. Post these in the appropriate areas for each class. Remind Class Chairs each quarter to send an updated calendar for their classes.

Post copies of the monthly school calendar and newsletter in the "General Information" section of the site inside the headings for "Calendars" and "Newsletters."

Post copies of the Board meeting minutes in the "General Information" section of the site under the heading "Board Minutes."

Update the "Fundraising" news section of the site as new information becomes available.

Be available for answering member questions about the site and resolving technical issues as needed.

5. Ask the Teachers and the President on a quarterly basis if there is any information they would like added to the website, and add at the discretion of the President.

6. Freshen the content of our public site (childrenandcompany.org) as new photos and content become available. No photograph of a child whose face is recognizable in a photograph may be used on the site without the written permission of the guardian(s). Photo release forms are available in the Webmaster binder.

7. No later than April, determine the registration status of the school's Internet domain names: childrenandcompany.org and ourchildrenandcompany.org and arrange to have these domains renewed if they will expire before September. *Do not pass this job to the next webmaster without ensuring that the domain names will not expire over the summer.* Place the current information about the expiration dates of the domain names in the front of the Webmaster binder.

8. At the end of the school year, and before handing this job to the incoming webmaster, prepare the members' website (ourchildrenandcompany.org) for the next school year. Delete the member accounts of families who will not be returning to the school next year. Add accounts for new members. The Membership Coordinator will have a list of new members. *You do not need to send username and*

*password information to members at this time. That job will be handled by the incoming webmaster in the Fall.*

Delete files from the site with the exception of the School Handbook, Bylaws, Orientation Guide, and How to Co-Op Guide.

9. Before turning this job over to the incoming Webmaster, prepare the public website (childrenandcompany.org) for the new school year.

Verify that all information is correct and current. Pay particular attention to information posted about the school's contact information, teaching staff, tuition amounts, and daily schedule. This may change during the school year depending on board actions. Consult the President if you are unsure about changes.

Ensure that the e-mail address for the Membership Coordinator has been updated to reflect the address of the incoming Membership Coordinator. This information is found on the "Membership" page and the "Contact Information" page of the website.

10. Pass domain and Children and Company website passwords and login names to new Webmaster. Ensure to delete current Webmaster aliases upon handover, and add new Webmaster e-mail addresses to all sites. Make sure incoming Webmaster can access all sites from their computer prior to deletion of current Webmaster access.

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

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