

WEBSITE COORDINATOR

AVAILABILITY REQUIREMENT: Must be able to update the public website as needed. Must create, update and maintain the 4 Google Groups (2's class, 3's class, 4's class, entire school) and maintain the Google Drive. 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.

A. CHILDREN & COMPANY PUBLIC HOMEPAGE

1. Maintain the public homepage (<http://www.childrenandcompany.org>) for public viewing.
 - a. 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.
 - b. Manage the e-mail addresses for the Membership Coordinator and President on the website. Update the website to reflect the current email addresses of the persons currently holding those jobs. This information is found on the "Membership" page and the "Contact Information" page of the website.
 - c. Ensure that no student names are used on public webpages.
2. In March, upload revised Job Description files to the website. The latest job descriptions should be requested from the Job Coordinator.
3. No later than April, determine the registration status of the school's Internet domain names: childrenandcompany.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.
4. 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.
5. 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 information is available from the Membership Coordinator.
6. Before turning this job over to the incoming Webmaster, prepare the public website (childrenandcompany.org) for the new school year:



- a. 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.
 - b. 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.
 - c. Update school emails for President, Vice President, Treasurer, Membership Coordinator, Fundraising Co-Chairs, and Webmaster.
7. 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.

B. CHILDREN & COMPANY SCHOOL GOOGLE DRIVE

1. Upload updated files as needed to the "Files" section of the Children & Company school Google Drive.
2. Each month, upload a copy of the school newsletter to a folder in the Drive. The newsletter editor will be emailing a PDF copy of the newsletter to the entire school list.
3. Delete outdated files from the school's Google Drive with the exception of the School Handbook, Bylaws, Orientation Guide, and How to Co-Op Guide.
4. Transfer Google Drive account information to new Webmaster during the change over time at the end of the year.

C. GOOGLE GROUP EMAIL LISTS

1. Set up the Google Group Email Lists for the next year:
 - a. 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.
 - b. Add the President's email address to all Class Google Group Lists and to entire School Google Group List.
 - c. Add the Teachers' email addresses to the School Google Group List ONLY (and not to the Class Lists).



2. Maintain the Google Group Email Lists throughout the school year:
 - a. Throughout the year, as new members join, add them to the email lists.
 - b. Delete any members who leave the school mid-year.
 - c. Update addresses as needed or requested by current members.
 - d. Check monthly for bouncing addresses, possible spam or other messages that need attention.
 - e. Follow up on member requests about problem messages.
 - f. Transfer list to new Webmaster during the change over time at the end of the year.

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.

Revisions: 03/2016 TAB