

WEBSITE COORDINATOR/BULLETIN BOARD CREATOR

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 and experience with WordPress 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 email 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. These are currently set to auto-renew, so there should not be a need to renew but please verify that this is still the case. *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 if needed.
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 email 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. 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.
3. 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, remove all members from the 4's Class (do not delete the group). Add returning members to the next class and remove them from the previous year's class. Add new members to the correct class.
 - 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).
 - d. Add incoming board members to the Board Members group, remove departing board



members.

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.

Bulletin Board/Lobby

1. Set up bulletin boards before school starts. You will contact the class chairs and Administrative Liaison in August for the below items for the bulletin board. After August you should have a list of who you contact for each item. Maintain neatness of the bulletin boards in the lobby area and change the borders seasonally if desired. Maintain the cleanliness of the lobby area.
 - a. Items that must be posted on the lobby's Bulletin Board are as follows:
 - School Calendar
 - Teachers' Schedule
 - Job List
 - Monthly Clean Schedule
 - Monthly Newsletter
 - Dedicated area for each class to post calendars, field trips, etc.
 - b. Change the lobby's bulletin board on a monthly basis. Create a board that celebrates holidays, customs, traditions etc. that are occurring globally. Discuss with teachers what they may be celebrating or teaching in the classroom.
2. Set up the folder box before school starts. Membership Coordinator can provide the list of names for each folder divided by class. Add folders for new members over the course of the school year. The Membership Coordinator will inform of any new members.
3. Weekly: Keep the front lobby area organized and neat, to include the class folder box, the art boxes, and the bulletin board. Recycle out of date items on the bulletin board and update with seasonal items. Be proactive and post items relevant to the school, ex: Howard County Library



classes, special coupons.

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.

Note: Our current website's platform is <http://www.childrenandcompany.org>. These days most websites have an "s" on the http (so it would be <https://>) and that indicates a more secure website. It would be advantageous for our school at a point in the future to switch us to the more secure platform. When/If a webmaster decides to switch the website to an <https://> address, that webmaster should contact the school's Vice President and President to discuss if new advertisements and banners need to be created with updated QR codes.

Revisions: 03/2023 EL