

This is a general job description. Specific duties may vary from year to year.

Webmaster

The Webmaster maintains the PTSA web site hosted at <http://discoveryp TSA.org> (<http://discovery.ourschoolpages.com>) used by the PTSA. The webmaster also helps develop or leverage technology to add additional features to the web site to support PTSA efforts.

This position does not require regular attendance at monthly board meeting or yearly training by the state PTA.

Before School Year Begins

- Open up PTSA membership signups and sale of PTSA products. Coincides with School EVP process (early August).
- Update PTSA Board members and Committee Chair information.
- Update Calendar, Programs, Events, Volunteering and Fundraising menus to match this year's needs.
- Work with School office to confirm teacher list and update.

Ongoing

- Works with Communications Director.
- Ensure Website is up to date and reflects accurate information about PTSA events and communications.
- Assist Board members and program chairs with web authoring and website features like volunteer signups, event registrations, payments, RSVPs, reading log programs etc.
- Respond to parent emails submitted via website contact page and resolve issues.

End of School Year

- Work with treasurer to ensure website fees and go daddy domain fees are paid.
- Add/Remove access privileges for outgoing/incoming board and committee members.
- Prep website for next year.
- Add/remove access to Dropbox site for board members.