**Title:** Webmaster  
**Department:** Development Office

**Reports to:** Director of Development & Alumni Relations  
**Number of Direct Reports:**  
**Location:** Beirut, Lebanon

**Updated May 2015**

**Job Summary**

The major part of the Webmaster’s responsibilities will be working with the D & A office. The webmaster’s responsibility is to manage the design, implementation, documentation, user training and troubleshooting of the ACS website.

The webmaster is responsible for all aspects of the ACS presence on the web. As such, the webmaster is our main point of contact with web design and hosting services contracted by the school. Working with design parameters established by the school, the webmaster will ensure that our website, web-enabled applications, and content are updated, fresh, timely, and relevant.

The webmaster is responsible for supporting the webpages of all the divisions and departments at ACS. This includes updating and uploading content (web, video, photo, etc...) and maintaining training and supportive relationships with content contributors (such as faculty, staff, and administrators).

Additional responsibilities include supporting social media efforts and initiatives, providing support of all campus e-communications users (on Veracross, Blackbaud, Moodle, Atlas Rubicon, and Teacher Web).

S/he will also support the Library/Technology Facilitators team. S/he will solve problems for them and trouble shoot, and support synchronization of the various ACS databases.

S/he is committed to building community within the classroom and ACS. S/he promotes a positive image, the school’s mission and fosters a welcoming environment.

S/he handles information in strict confidentiality.

**Duties & Responsibilities**

- Establishes and maintains collaboration with web design/hosting services, and receives sufficient training from them to train other faculty and staff at the school.
- Communicates with FinalSite, Blackbaud, TeacherWeb, and other providers of platforms that the school uses.
- Creates new web-pages as required and when necessary using content management systems and based on design parameters established by the school.
- Establishes an organized and timely system to ensure frequent updates to web-pages and timeliness of content.
- Monitors and updates all the D&A department web-pages. This includes the Blackbaud NetCommunity site pages, ensuring information updates and uploads as needed, as well as creating event pages, online registration forms, and online giving forms, to name a few.
- Provides support to the D&A office by preparing and mailing e-communications and e-newsletters, as required and requested.
- Trains divisional and departmental staff to perform updates and post notices on the website.
- Ensures communication with school divisions and departments and is the main point of contact regarding websites and web-enabled applications and services.
- Establishes intranet services including but not limited to a staff directory and school calendars.
- Monitors, evaluates, reports and analyses traffic on the school website and on our social media accounts. Recommends strategies to increase traffic.
- Researches and improves the school’s web presence on major search engines.
- Advises on needed improvements to maintain site optimization.
- Implements online payments using the ACS website or other platforms including: donations, tuition, Admission fees, and any other payments required by the school departments and divisions.
- Maintains and troubleshoots issues related to parent/student online access to Veracross.
- Supports and implements collaboration with other schools, by representing ACS in the NESA/World Virtual School Consortium
- Establishes a system of training and support for online learning platforms including Moodle, Atlas Rubicon, and Teacher Web.
- Secures the internet merchant account from Fraud and online theft and manages the fraud detection system and other settings on the internet merchant account.
- Other duties as required by the position
## Job Requirements

**Education:**
BA/BS in Computer Science or a related field

**Experience:**
Minimum 2 years work experience in web applications and web-based services

## Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Flexibility/adaptability
- Reliability
- Initiative taking
- Computer literacy
- Communication skills
- Team player
- Accountability
- Critical thinking
- Problem solving
- Culturally/diversity sensitive

**Specific:**
- Sensitive to school culture
- Ability to train and assist novice/advanced computer users

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<tbody>
<tr>
<td>Employee</td>
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