



EAST BATON ROUGE PARISH SCHOOL SYSTEM

Job Title: Coordinator of Website/Special Events

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Pay Grade Range: AD106

Summary: The Coordinator of Website/Special works with the various divisions of the school system to determine appropriate material for posting a dynamic site designed to share selected information with the public in general. The Website/Special Events Coordinator assists in the preparation, implementation, execution and evaluation of special EBRPSS events.

Essential Duties and Responsibilities:

- Coordinates the collection and formatting of all information to be posed on the website.
- Develops methods for collecting pertinent data by way of the website.
- Maintains a high level of expertise in the technology used to develop and maintain websites.
- Maintains a high level of proficiency in the use of computers in a PC environment.
- Maintains a high level of proficiency in the use of the Internet as a tool for communication and learning.
- Plans and conducts staff development activities for training school/department site personnel on website management.
- Monitors and facilitates the development of all WebPages within the school system
- Oversees the planning and execution of district events
- Drives the district's mission by always representing the vision in every event
- Owns every aspect of an event, from venue choice to success metrics
- Keeps financials and timelines under control at all times
- Develops content for event materials and works with graphic designers to produce.
- Managing events and addressing potential problems that may arise
- Planning for potential scenarios that could impact the integrity of the event
- Maintains a working knowledge of the complex needs of a wide variety of events

Other Duties:

Other duties as assigned that are related to the functions of the position.



Essential Functions/Qualifications/Requirements:

Education and Experience:

Bachelor's degree preferred but successful experience in the field can be substituted. Professional and technical knowledge of website development and maintenance as demonstrated through specific training activities, work samples, and/or current website applications.

Work Environment Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.

Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Office of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.