

# **MIDDLESEX SCHOOL**

## **JOB DESCRIPTION**

Position: Website Technician

Reports to: Chief Strategic Planning and Communications Officer

Employment Category: Administrative Staff

Exempt/Nonexempt: Non-exempt

Schedule: A maximum of 20 hours a week which may include some remote work during evening hours if the school's website needs immediate support.

Work Year: Year-round position

Benefits Eligible: No

### **JOB SUMMARY**

The Website Technician takes a leading role in the maintenance and development of the school's website, mxschool.edu. The Website Technician will work with administrators to ensure the school's custom built WordPress website operates smoothly and meets the School's marketing and communication goals.

### **RESPONSIBILITIES**

The individual holding this role will work for the Chief Strategic Planning and Communications Officer to:

- Maintain and update website's custom WordPress theme and plugins.
- Build, format, and update website pages, forms, menus, and PDFs.
- Review website usability and troubleshoot bugs.
- Maintain a consistent look and feel in line with school branding.
- Research available methodologies, software, and vendors to fulfill site and school-identified needs, make recommendations for implementation, and deploy.
- Maintain proficiency in all website software.
- Interact with key stakeholders in the School and advise on web capabilities, opportunities, and status of ongoing projects.
- Monitor and analyze site performance including user traffic.

- Train and assist school's backend website users.
- Other duties as assigned

## **SKILLS AND QUALIFICATIONS**

- 3+ years relevant work experience in backend website maintenance
- Bachelor's or other degree program with a focus on web design or related field preferred
- Knowledge and skill with web programming languages; Fluency with CSS and HTML.
- Well versed in WordPress platform and plugins.
- Knowledge of web analytics and SEO.
- Familiarity with mobile trends and responsive design.
- Ability to perform web troubleshooting.
- Excellent written and verbal communication, including strong editing, grammar, and proofreading skills.
- Organized, detail-oriented, able to juggle multiple projects simultaneously under varying deadlines.
- Experience with Adobe Creative Suite preferred.
- Flexibility and the ability to communicate clearly and professionally are essential.
- Fully vaccinated for COVID-19
- Able to successfully complete CORI and CHRI checks

## **PHYSICAL DEMANDS**

- Ability to work at a computer on campus at least three days a week
- Ability to be outside moving from location to location to meet with colleagues in a variety of weather conditions

Middlesex School is an Equal Opportunity Employer.