**CCSS WEBMASTER JOB DESCRIPTION**

**2018-19**

**DRAFT**

**LINE OF RESPONSIBILITY**

The Webmaster shall work with and be operationally responsible to the CCSS Executive Committee, and ultimately to the President of the organization, which provide oversight. Primary reporting is to the Executive Director and Office Manager, including regular (weekly or bi-weekly) monitoring of workload and accomplishment of priorities. The Webmaster shall work with the Executive Director, Office Manager and Conference Chair on conference promotion, website content, and communication with the Executive Committee, Board of Directors and CCSS members. The Webmaster shall also work with the chair of the Social Media (Special) Committee to align website content with Social Media initiatives.

**EVALUATION**

The Board will conduct an annual performance evaluation per stipulations contained in the organizational By-Laws and Standing Rules. The evaluation will utilize the Webmaster’s accepted work plan, self-evaluation, and feedback in providing an evaluation that endeavors to recognize accomplishments and areas of future growth. The evaluation will be shared with the Webmaster and the full Board.

**DESCRIPTION OF DUTIES**

The CCSS website serves a variety of purposes: to provide information to members and to non-member social studies educators about the organization, its goals and its programming, and useful resources to advance quality history-social science education; to support CCSS's leadership in the conduct of its responsibilities; to advance networking among CCSS members and between its members and leaders; and to promote the organization's efforts in advocacy for the field. The Webmaster manages and develops the website to more effectively serve those purposes.

**Primary Duties/Areas of Expectations/Responsibilities**

* Populates home page and conference page with rotating "highlights" of upcoming conference (including presenters, speakers, sponsors and other critical information) provided by Conference Committee
* Monitors website for efficiencies in user interface, for clean/simple look and feel, and for needed updates in content (dates, names, profiles, etc.)
* Updates local council and committee information on a regular basis, with information provided by Executive Director, Office Manager and/or Executive Committee/Board members, as appropriate
* Works with Executive Director and Office Manager to create and monitor group calendar/communication system in order to efficiently gather and update content from stakeholders
* Reviews statistics and analytics, and reports results to Executive Committee