

January 17, 2018

PLEASE POST

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**GARLAND INDEPENDENT SCHOOL DISTRICT**

**P. O. Box 469026**

**Garland, Texas 75046-9026**

**JOB VACANCY**

**POSITION:** Web Content Support Specialist  
226-Day Contract - Pay Grade 103  
Salary range – Min \$55,849 Mid \$67,288; Max \$78,727  
Requisition # 13763

**DATE AVAILABLE:** Immediate

**QUALIFICATIONS:  
REQUIRED**

- Bachelor's degree required in web design, communications or related field
- Experience:
  - Minimum 1 year training/teaching experience; or
  - Other professional experience directly related to the responsibilities specified

**PREFERRED**

- Teaching certification or master's degree
- 5 yrs experience providing hands-on training to different audiences with varying levels of technical knowledge
- Experience in web design
- Proficiency with HTML and content management system(s) such as Finalsite, Drupal, LiveSite or other similar applications
- Expert skills with Microsoft Office, Adobe Acrobat Pro and Google applications
- Proficiency with Adobe Photoshop for image editing
- Knowledge of principles and methods of curriculum and training design, teaching and instruction for individuals and groups, and measurement of training effects
- Excellent communication and presentation skills
- Knowledge of principles and processes for providing customer services, including customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction
- Possess excellent organizational, time management and follow-through skills to manage multiple projects alongside routine tasks
- Ability to manage changing priorities in a fast-paced, deadline-driven environment
- Highly motivated self-starter with creative problem-solving skills and the ability to learn quickly
- Familiarity with CSS and WCAG 2.0 accessibility guidelines

**RESPONSIBILITIES:**

- Develop documentation, conduct training and provide support to content editors
- Manage campus webmaster and department web liaison programs and related activities
- Provide ongoing troubleshooting and support for all department and campus content editors
- Assist with the maintenance, design and development of district websites
- Follow best practices, current trends, usability and accessibility guidelines when editing web pages and train others to do the same
- Work both independently with minimal direction and collaboratively as part of a larger project team.
- Assist Coordinator of Web Services with other duties, as assigned

**REPORTS TO:** Coordinator of Web Services

**INFORMATION:** Jasmine Preston, Coordinator of Web Services  
Email: [jdpresto@garlandisd.net](mailto:jdpresto@garlandisd.net)

GISD Professional Application – must be online at [www.garlandisd.net](http://www.garlandisd.net) and must attach the online application to the online job posting.

Attach the following to online application:

- Cover Letter
- Detailed resume with references (including current supervisor) and evidence of the qualifications listed above, including links to sample online projects, presentations or portfolio
- Other required documents

**DEADLINE:**

Until filled

**INTERVIEWS:**

Conducted as needed