

PORTLAND PUBLIC SCHOOLS

Collaborate with communications team and internal project leaders to identify, develop and promote opportunities that share district message and positive events.

Lead the development and implementation of district web communication standards; monitor various District communication mediums to insure adherence to standards.

Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K 12 education; model appropriate behaviors; develop, recommend, implement and communicate improvements to school and business practices with awareness and understanding of their impact in a racially and culturally diverse community.

Oversee the activities of district contractors involved in web and graphic design and development; participate in the interview and selection processes.

May serve on district committees, initiatives or partnerships as assigned.

Perform other duties as assigned

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Web and Graphic Design Developer is the centralized classification responsible for website development and graphic design projects throughout the District. Employees in this classification participate in selecting web based platforms and software, generate acceptable district standards for departmental and school based web presence and assist in and/or develop multiple websites, web pages and communications materials on behalf of and for use and distribution throughout the District.

EMPLOYMENT STANDARDS

Knowledge of:

Web Content Management Systems.

Web programming/coding.

