



Baltimore County Public Schools

Webmaster Roles and Responsibilities

Introduction

In accordance with the school system's Technology Plan, Baltimore County Public Schools (BCPS) seek to expand educational resources and instruction to enable students to compete in the global Information Age. Publishing on the Internet and BCPS Intranet makes it possible for the educational community to reach a vast number of individual schools, other school systems, teachers, higher educational institutions, and parents.

Purpose

Adherence to web page publishing guidelines will attempt to ensure proper use of telecommunications in the BCPS. The webmaster responsibilities require efficient, ethical, and legal utilization of network resources, knowledge of information resources specific to the needs of students and employees, and technical skills to produce quality electronic publications for distribution worldwide. Webmasters shall attempt to employ universal design standards in web publishing in order to ensure web content is accessible to all.

School/Office Webmaster

A webmaster is a person who is responsible for the content and publication of a school/office website by coordinating, designing, and monitoring electronic publications for distribution over worldwide networks. The webmaster is responsible for knowledge, understanding, and compliance with the contents of the BCPS Telecommunications Policies and Rules and must sign the Webmaster roles and responsibilities Form (Rule 4006, Form B).

Responsibilities

- Communicating with the BCPS system Web Team and principal/office head to obtain approval prior to posting and distributing web pages over any network
- Providing support to teachers with the Web Content Management System
- Designing and editing web pages
- Evaluating information and materials submitted for electronic publication
- Maintaining the school/office website for accuracy, currency, and appropriateness
- Uploading school/office web pages to the BCPS network server
- Responding to e-mail messages generated as a result of the school/office website
- Encouraging BCPS employees to submit materials for publication on the school/office website
- Attending all meetings held by the system Web Team

