



Job Description

Job Title: Web Applications Developer

Supervisor: Webmaster (Coordinator)

Pay Grade: 39

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

Position is primarily responsible for web-based application and database development. Position assists in the planning, developing, and managing the school division's Intranet and Internet web sites to effectively present the school division's message. Position uses Internet and scripting languages in building websites and cross-platform applications. Position works closely with all support departments and provides guidance, training, and assistance to school-based personnel who maintain school-specific web sites. Position assists in the definition of standards for web site appearance, structure and content aging.

Essential Duties

1. Develops, maintains, and supports cross-browser and database-driven web interface applications and assists users in the proper and efficient use of those applications. Research and build native mobile and handheld applications.
2. Creates division-wide dynamic web pages and applications using leading web technologies.
3. Consults with departments to clarify and assess their web site development needs and goals.
4. Collaborates with web team members to define the standards for web site structure, appearance, graphics, and content aging.
5. Develops the technical architecture of web sites including scripting, database design, and user interface design.
6. Utilizes web-authoring tools to create web pages and programs and codes the HTML behind web pages.
7. Ensures the integrity of all code and links.
8. Create and maintain software documentation as well as build reusable code and libraries for future use. Write well designed, testable, efficient code by using best software development practices.
9. Integrate data from various back-end services and databases.
10. Implement user authentication and authorization between multiple systems, servers, and environments.
11. Refreshes web site content to ensure accuracy and timeliness of information and images.
12. Researches and writes new sections and features of the web site.
13. Gathers feedback from management and users regarding the division's web sites and makes appropriate modifications and enhancements to attract repeat users.
14. Disseminates information to school division staff regarding the division's Internet and Intranet sites.
15. Answers, or forwards to appropriate departments, any web site-related e-mail questions from users.
16. Researches new tools for managing web sites and integrates new technologies as appropriate.
17. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Webmaster (Coordinator) or other appropriate administrator.

Minimum Qualifications

Bachelor's degree in computer science, information technology, graphics communication, or a related field and considerable experience with website design and maintenance; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Extensive experience with website design and maintenance may substitute for a college degree. Must possess experience with, and the ability to utilize, web applications and programming languages such as HTML, XHTML, CSS, JavaScript, JQuery, Java, CGI, Perl, and APIs. Must possess experience with multimedia development and various software used in web

development such as Adobe Creative Suite (Dreamweaver, Photoshop, etc.). Experience with Java, JSP, ASP, SQL, Oracle, CGI, Perl, UNIX, and mobile application languages required. Experience with content management systems and knowledge of W3C and Section 508 compliance preferred. Must possess an advanced working knowledge of current web technologies and programming. Must possess the ability to convert existing data to web format. Must possess the ability to produce interactive browser-enabled databases. Must possess the ability to manage several projects simultaneously. Must possess excellent creativity and graphic design skills and the ability to turn artistic concepts into functioning web pages. Must possess excellent communication, customer service, and organizational skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: When assigned

Supervision Received: Webmaster (Coordinator)

This job description in no way states or implies that these are the only duties to be performed by this employee. The Web Applications Developer will be required to follow any other instructions and to perform any other related duties as assigned by the Webmaster (Coordinator) or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 08/2025