SCHOOL DISTRICT NO. 63
(SAANICH)

JOB DESCRIPTION

CLASSIFICATION   **POSITION**
Data Services   Graphic Web Designer

SUMMARY
Under direction of the School Administrator, produces visual objects to online courses, while protecting the integrity and confidentiality of all information within the district and across the other districts served by SIDES. The Graphic Web Designer plays an integral role in the creative design for the SIDES website. Working closely with teachers, the designer will assist in coordinating the development and execution of web initiatives.

DUTIES
- Provides support to teachers for media, online courses, and the learning management system using a wide range of media, online resources, graphics and computer aided design
- Ensures functionality and usability of the website design
- Provides navigational support of the D2L learning management system
- Researches, plans, estimates and recommends interactive features to supplement course design
- Supports the conversion of digital course materials to a preferred format for student/staff use
- Meets with teachers to discuss their curriculum development needs
- Develops design briefs by gathering information and data to clarify design issues
- Works in a team, with the teachers, lead instructional designer, copywriters, other designers, website manager and marketing specialists

* Performs other assigned duties that are within the area of knowledge and skills required by the job description.

QUALIFICATIONS
- Grade 12
- Two-year technical diploma program, or an equivalent combination of training and experience
- Two years' related experience including animation and graphic design in DreamWeaver, Flash and PhotoShop
- Advanced knowledge of graphic techniques and tools required for web production
- Working knowledge of code valid (standards compliant) CSS, HTML, IMS, JavaScript, VBScript, meta-tagging and XHTML
- Working understanding of the latest trends and technologies (e.g. RSS, blogs, wikis)
- Working knowledge of web user interface design principles
- Demonstrated ability to work independently and multitask
- Demonstrated ability to complete projects within tight deadlines while still maintaining the quality of a proprietary style guide

* Or equivalent combination of training and experience.

DESIRABLE SKILLS
- Knowledge of Distance Education procedures

DATE
November 2016