



61 Adams Avenue, Stamford, CT 06902
(203) 977-5082 • PTO@hartmagnetpto.com

WEBSITE CONTENT ADMINISTRATOR

- Keeping up to date knowledge of events and news about the school and PTO
- Uploading and/or updating the appropriate content as and when needed
- Logging onto the website admin page at least once a week (or as often as needed as per requests from the PTO) and making sure all documents and information on the website is up to date
- If any new documents are to be uploaded they need to be approved by the PTO to keep within the schools guidelines and rules
- Any new content must be approved before it is uploaded
- When chairs email content to upload to website, double check to see if the content is approved before publishing on website