

**ST. TAMMANY PARISH SCHOOL BOARD  
Covington, Louisiana**

**Job Description**

**TITLE:** Information Technology Lead Programmer (FSLA Status: Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. Completion of post high school (college, business school trade school) curriculum in programming and operating of electronic data processing equipment
  3. Minimum of eighteen (18) months experience in programming and senior level experience in operation of computer equipment and must have the Chief Information Officer recommendation Ability to follow and maintain established procedures and instructions; ability to work tactfully and harmoniously with schools and staff; ability to work effectively under pressure of deadlines and system changes Neat, well-groomed appearance
  - 4.
  - 5.

**REPORTS TO:** Chief Information Officer

**JOB GOALS:** To support the student learning environment by providing efficient computer and communications operations.

**JOB SUMMARY:**

Performs professional, technical work involved with the preparation or modification of computer programs and systems. Incumbent is also responsible for working with support technicians in developing job streams and backing up that position for absences.

**ESSENTIAL JOB FUNCTIONS:**

1. Assumes responsibility for the maintenance of operational systems.
2. Prepares computer programs, systems, and procedures including flowcharting, coding, testing, implementation and documentation for all equipment.
3. Makes modifications to existing programs under the supervision of senior personnel.
4. Studies simple problems and makes recommendations based on knowledge of information technology techniques, machine capabilities, etc.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs other such duties as may be assigned.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

1. Possesses physical skills and stamina to perform job responsibilities.
2. Requires physical ability to sit for long periods of time.
3. The employee is required to work in a sitting position while operating from the computer keyboard.
4. Must be able to use hand to finger activities, handle or feel objects, and use tools or controls.
5. The employee is occasionally required to stand, walk, stoop, or work from bending position.
6. Must tolerate horizontal, overhead and low level reaching with both hands in performing work such as retrieving manual computer runs, filing, and handling.
7. Must handle numerous duties with both hands and fingers.
8. Must on occasions run, load and unload forms equipment.
9. Must be able to lift information technology equipment, forms, and boxes.

**TERMS OF EMPLOYMENT:** 12 months per year; salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to job content, organizational structure or state or federal laws.**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Incumbent)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy- Employee

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