



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

COMPUTER PROGRAMMER

LOCATION:

Department of Information Technology

POSITION SUMMARY:

The computer programmer is responsible for designing, programming, testing, documenting, and maintaining computer applications and services to meet the instructional and administrative needs of the school system. The position provides technical systems support and services in support of administrative applications, namely eSchoolPLUS and/or eFinancePLUS.

REPORTS TO:

Director and Supervisor of the Department of Information Technology

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. Bachelor's degree in computer science or equivalent experience
2. Two years of software development experience in a relational database environment (Microsoft SQL Server desired)
3. Experience with developing Web and Windows applications (Visual Studio preferred)
4. Experience with report writing software, preferably Cognos
5. Experience with database programming using SQL
6. Experience with cloud-based environments (SharePoint and Office 365 preferred)

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Solid grasp of design, testing, and installation methods
2. Ability to communicate effectively, both orally and in written form
3. Demonstrated success in accomplishing tasks akin to the essential job functions listed below
4. Such alternatives to the above qualifications as Calvert County Public Schools may find appropriate

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Provides technical design, programming and program maintenance services
2. Confers with support application users regarding needs and requirements
3. Implements appropriate controls and standards
4. Diagnoses problems and provides technical support/resolution to end users
5. Takes appropriate actions to maintain effective coordination in the event of delays and other problems and ensures that unit activities do not conflict with organization goals
6. Develops plans to meet unexpected situations, new developments, and changes in programs; prepares for emergencies and understands the factors and conditions affecting programs and recommends appropriate responses
7. Communicates understanding and support of organizational goals and programs through actions, spoken and written words; interacts effectively with individuals and groups at all levels
8. Prepares and submits data for Maryland State Department of Education reports
9. Attends Maryland State Department of Education (MSDE) student data collection meetings
10. Customizes CCPS' Student Information System to meet MSDE, USDE, and CCPS demands
11. Participates in teams, committees, and task forces; presents proposals, provides comment and discussion regarding matters before such groups
12. Attends assigned workshop regularly and positively interacts with others
13. Works flexible hours as necessary
14. Works under stress and meets all deadlines

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the director or supervisor of Information Technology

PHYSICAL DEMANDS:

The work is primarily sedentary and performed in a typical office and school environment. Regular use of a computer keyboard is required.

UNUSUAL DEMANDS:

None

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications and experience applied to the current salary schedule for support employees (Scale 30). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

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