

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

PROGRAMMER ANALYST DAA

POSITION: Programmer Analyst DAA

REPORTS TO: Supervisor of Assessments

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

This is a highly technical and analytical position that requires the ability to coordinate multiple projects concurrently. The employee is responsible for providing technical support to all users of the Student Information System software application for St. Mary's County Public Schools (SMCPS). This position performs duties related to the daily operation and management of various projects managed by the Department of Assessment and Accountability (DAA). This position will analyze current and future technology platforms and develop, modify, and implement programming language to adapt to the needs of the users and the system. The work is performed under the general direction of the Supervisor of Assessments.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate courteously and tactfully with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and provides technical support to various system users on a daily basis
- Develops and maintains programs to meet local and state data requirements
- Manages the server's daily processes and user access
- Possesses knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline
- Attends and conducts meetings to determine user needs, requests, and requirements for software development and modifications
- Extracts and reformats data from student information systems to produce state required data in state format for submission to state agency
- Collaborates with others within the department to create and provide professional development regarding department initiatives

- Works with other Programmer Analysts and the Programmer Database Administrator in DAA to provide technical and training support for the new Standards Based Grading initiative across elementary schools
- Analyzes user requests for design of new and modification of existing applications
- Tests, documents, and supports applications in SQL and Cognos/ReportNet
- Translates data into formats required by both internal and outside reporting requirements
- Provides technical support for all Student Information System applications
- Installs application software purchased from vendors and provides technical support for users of the applications
- Interfaces with vendors that provide software and hardware products for school system
- Provides technical support and troubleshooting for server software and application
- Provides technical analysis and support for ReportNet product development
- Liaisons with other Programmer Analysts in DAA to resolve help-desk tickets pertaining to online instructional district platforms
- Liaisons with ITS, DCI, and the Office of the Deputy Superintendent to support the crosswalk of varied other software applications
- Assists with imports and exports between the student information system and learning management system
- Collaborates with Supervisors in DCI to support the varied instructional and digital resources and manages the roster integration of resources that are embedded in K-12 curricula, and generate- specific student placement/scheduling and transition matrices for coursework based on criteria set forth by content Supervisors, including Academy placements
- Collaborates with Supervisor of Assessments/LAC and other DAA Programmer Analysts for state reporting requirements, local students and accommodation files, uploading assessment results files into the Student Information System, developing and maintaining user-defined screens in the students information system and tracking and reporting data for Blueprint for Maryland's Future
- Performs other related and non related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in Computer Science Area or eight (8) years of equivalent experience
- Five (5) years of full-time experience in computer application programming and/or data analysis
- Experience with SQL databases, Microsoft Word, Excel, and Access

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC-ESP salary schedule for twelve-month seven-hour employees – Range 32.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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