

MANAGER OF APPLICATION DEVELOPMENT



Information and Technology Department

Purpose:

The Manager of Application Development supervises and leads all districtwide enterprise application development functions, including application development, maintenance, upgrades, testing, training, documentation, and user support.

Reports to: Chief Information Officer

Nature & Scope:

The Manager of Application Development works with significant autonomy under general supervision. As part of the IT leadership team, the incumbent analyzes and understands current and future organizational needs with respect to IT development. The nature of the work requires adherence to statutes, policies, procedures, regulations, and labor agreements. The incumbent interfaces daily with departmental staff, school administrative staff, school employees and outside professionals. The incumbent oversees a substantial unit within the Information and Technology Department with multiple direct reports.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Manages daily and long-term operations related to application development and support, including testing, documentation, user training and the establishment of governance structures.
3. Supervises teams of Application Development and System Support staff. Participates in the hiring, training and professional development of employees within the sub-department.
4. Oversees Federal, State, grant, and other data collection and reporting processes.
5. Establishes and documents application development standards, practices and policies. In so doing, ensures accuracy and compliance with industry best practices regarding data security as well as relevant federal law, including the Family Education Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
6. Develops, implements and evaluates technology training offerings to ensure the workforce has adequate knowledge and skills related to District enterprise application use.
7. Plans for upgrades and enhancements to enterprise applications in collaboration with District, school and departmental leaders.
8. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.

9. Complies with all procedures outlined in the Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Minimum Qualifications:

1. Must possess a Bachelor's degree.
2. Four years progressively responsible enterprise application development experience.
3. Must demonstrate expert technical knowledge of application development methodologies such as Software Development Life Cycle or Agile.
4. Must demonstrate technology project management experience.
5. Must possess excellent written and oral communication skills.
6. Must possess a valid Oregon or Washington driver's license.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Working Conditions:

The Manager of Application Development works primarily within an office building and frequently within school buildings. The work environment is often controlled and quiet, but the work environment will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases.

Regular travel to all school sites will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening/weekend time.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: May 13, 2025

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.