

CLASSIFIED JOB DESCRIPTION

PROGRAMMER – ENTRY LEVEL

JOB SUMMARY:

Under the supervision of the Information Technology Director, support senior staff in designing, developing, and maintaining data dashboards, applications and reports derived from the Student Information System (SIS) and other data repositories. Assist in the creation, testing, implementation, and documentation of new data systems, maintaining existing applications, and collaborating and supporting district staff to meet data and reporting needs.

ESSENTIAL JOB FUNCTIONS:

- Design, build and support data dashboards using current features and functions to visualize data effectively. Maintain and enhance existing reports and tools based on user feedback and evolving business needs.
- Design, build and support SQL, SSRS, SSIS, SSAS queries and reports to extract, manipulate, analyze and present data.
- Assist in conceptualizing and defining report and program specifications, business requirements, objectives and deliverables by collaborating with stakeholders.
- Document processes and create user guides to support report usage and data workflows. Trains end users to operate new or modified programs.
- Understanding of scripting, programming and integration protocols such as APIs and SFTP. Support and automate data workflows to improve efficiency.
- Support third-party data systems used for registration and other key District functions, working with vendors and stakeholders to troubleshoot and resolve data issues.
- Understanding of modern data practices and ability to safely and responsibly utilize AI tools to enhance and streamline work processes.
- Utilize ticketing system to receive, submit and manage support cases. Adhere to department ticket protocols – including formatting and responsiveness.
- Attend District technology meetings and operate out of District Office as required
- Performs related duties as assigned.
- Ensure programs and integrations remain up-to-date and secure through regular maintenance and support.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Possess a strong customer service attitude and maintain effective communication with District leadership and staff; Excellent oral and written communication skills; ability to collaborate with others in problem solving and project implementation; ability to read and follow technical instruction; Maintain effective and cooperative working relationships with co-workers and District staff and leadership.

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- Knowledge and proficiency with relevant applications and services including - SQL, Microsoft Power Automate, Microsoft PowerBI, Microsoft Excel, Microsoft Access, Powerschool, Relational databases, Filemaker Pro and Peoplesoft.
- Basic Knowledge and proficiency of standard programming language(s)
- Accomplish tasks in an efficient and timely manner; adhere to department support guidelines and standards.
- Ability to isolate and resolve problems; to document and communicate ticket status and resolution with IT department and District stakeholders.
- Ability to continuously acquire new knowledge relevant to this position; Ability to acquire knowledge by locating and referencing technical manuals and online resources.
- Familiarity with data privacy regulations and standards such as FERPA, and ability to apply safe data handling and cybersecurity practices. Ability to maintain the security of sensitive, confidential, and privileged information.
- Ability to work in a dynamic work environment and multiple tasks at a time and to complete them in a timely manner.
- High school diploma or GED required; college degree or relevant certifications with emphasis on computer science or data analysis required. Minimum of two years of comparable work experience required.

WORKING CONDITIONS AND PHYSICAL ABILITIES:

Must be able to sit for extended periods of time; communicate effectively to exchange information; Perceive and process visual information as needed to carry out assigned tasks; possess dexterity of hands, fingers, knees and feet to operate computers and office equipment.

Classified Salary Schedule: Range 40
BOARD APPROVED: 09/10/25