



CALVERT COUNTY PUBLIC SCHOOLS  
Prince Fredrick, Maryland 20678

### **JOB DESCRIPTION**

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| <b>POSITION</b>             | Senior Computer Programmer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>DEPARTMENT</b>           | Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>LOCATION</b>             | Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REPORTS TO</b>           | Supervisor of Department of Information Technology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>ANNUAL WORK SUMMARY</b>  | 12 months per year, 245 days per year, 7 hours per day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>WAGE/PAY RATE</b>        | Scale 31: \$ 50.70/hr - \$ 66.22/hr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FLSA STATUS</b>          | Non-exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>APPLICATION DEADLINE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>EFFECTIVE START DATE</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>POSITION SUMMARY</b>     | The work includes an in-depth understanding of CCPS' Student Information System (SIS) and Enterprise Resource Planning (ERP) software, how they interact with one another, how to scale and customize them, and how to write reports that compile information from both systems. Mastery of object-oriented programming and application design patterns is critical. The senior programmer will also oversee any other CCPS programmers who design, program, test, document, and maintain computer applications that meet the instructional and administrative needs of the school system. The position provides technical systems support and management of CCPS' administrative applications, namely eSchoolPLUS and eFinancePLUS. |

### **EDUCATION, CERTIFICATION AND EXPERIENCE**

1. Bachelor's degree in Management Information Systems, Information Technology, Computer Science, Systems Management, Mathematics, Educational Technology, or other equivalent disciplines.
2. Five years of software development experience in a relational database environment (MS SQL Server desired).

### **SPECIAL REQUIREMENTS**

None

### **KNOWLEDGE, ABILITIES AND SKILLSs**

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. Expertise with design, testing, and installation methods.

2. Effective communicator with end users, administrators, teachers, and supervisors, both orally and in written form.
3. Experience with developing Web and Windows applications (Visual Studio preferred).
4. Comprehends the full scope of projects; makes suggestions when those projects are being designed; engineers methods to develop, test, and implement the project from start to finish.
5. Improves the quality and structure of previously written code and performs sophisticated testing.
6. Expertise with report writing software, preferably Cognos.
7. Highly proficient with database programming using SQL.
8. Firm understanding of relational databases and how decisions and changes in one application or area impact the system as a whole.
9. Experience with cloud-based environments (SharePoint and Office 365 preferred)
10. Such alternatives to the above qualifications as Calvert County Public Schools may find appropriate.

## **ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES**

1. Transforms business processes into source code which leads to greater efficiency.
2. Trains CCPS programmers and report writers.
3. Provides technical design, programming, and program maintenance services.
4. Confers with support application users regarding needs and requirements and is able to seamlessly implement those changes without interrupting other components or systems.
5. Implements appropriate controls and standards.
6. Diagnoses problems and provides technical support/resolution to end users.
7. Takes appropriate actions to maintain effective coordination in the event of delays and other problems.
8. Embraces systems thinking to ensure that unit activities do not conflict with organization goals.
9. Develops plans to meet unexpected situations, new developments, and changes in programs; prepares for emergencies; understands the factors and conditions affecting programs and recommends appropriate responses.
10. Communicates understanding and support of organizational goals and programs through actions, spoken and written words; interacts effectively with individuals and groups at all levels.
11. Clearly understands how new code and processes will be implemented as well as how the customizations will impact existing code and processes.
12. Oversees the preparation and submission of data reports send to the Maryland State Department of Education.
13. Customizes CCPS' Student Information System and Enterprise Resource Planning applications to meet MSDE, USDE, and CCPS demands.
14. Facilitates and supports data integration between Enterprise Resource Planning (ERP) and Student Information System (SIS) software as well as other third party providers and systems.
15. Participates in teams, committees, and task forces; presents proposals; provides comment and discussion regarding matters before such groups.
16. Works flexible hours as necessary.
17. Works under stress and meets all deadlines.

## **OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND 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 Supervisor of Department of Information Technology.

## **PHYSICAL AND PSYCHOLOGICAL CONDITIONS/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

## **EVALUATION**

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

## **APPLICATION PROCEDURE**

All applicants please apply through the applicant tracking system located on the [Calvert County Public Schools website](#).

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, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

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://ocracas.ed.gov/> or call 1-800-421-3481.