

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

PROGRAMMER/ANALYST

POSITION: Programmer/Analyst

REPORTS TO: Assessment and Accountability Officer

LOCATION: Department of Assessment and Accountability

NATURE OF WORK:

This is a 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) and analyzing, defining, modifying, and developing software applications to meet user requirements. This position performs duties related to the daily operation and management of various projects managed by the Department of Assessment and Accountability (DAA) such as test construction, learning management systems, maintenance of various databases and analysis of data regarding student records. 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 Assessment and Accountability Officer.

ESSENTIAL FUNCTIONS:

- 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;
- Provides technical support and troubleshooting of the districts learning management system and data warehouse;
- Provides technical support to Programmer Database Administrator in DAA with regards to various data submissions and reports that are required by the Maryland State Department of Education (MSDE);
- Liaisons with other Programmer Analysts in DAA to resolve help-desk tickets pertaining to online instructional district platforms;
- Liaisons with various departments and staff to support the crosswalk of varied other software applications; and
- Demonstrates good attendance and work ethic.

DUTIES AND RESPONSIBILITIES:

- Diagnoses problems and provides technical support to various system users on a daily basis;
- Develops and maintains technology programs to meet local and state data requirements;
- Manages the server daily processes and user access;
- Attends and conducts meetings to determine user needs, requests, and requirements for software development and modifications;
- Extract and reformat data from student information systems to produce state required data in

- state format for submission to state agency;
- Maintains district application compliance for installed applications, instructional software and web-based resources per SMCPs Application Protocols;
- 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;
- Develops and maintains district inventory accountability, district reports, district debt integrations with Destiny Resource Manager; and
- Collaborates with others throughout SMCPs for the following:
 - Supports the varied instructional and digital resources and manages the roster integration of resources that are embedded in K-12 curricula;
 - Generates specific student placement/scheduling and transition matrices for coursework based on criteria set forth by content Supervisors, including Academy placements.

QUALIFICATIONS:

Required:

- Minimum Educational/Experience Requirement: High School Diploma or GED, and 4 years of full-time experience in computer application programming and/or data analysis, Bachelor's Degree preferred;
- Experience with SQL database;
- Highly proficient with MS Word, Excel, Access and SQL as updating, maintaining, and analyzing data is an integral part of the position;
- Excellent human relations and communication skills;
- Security Background check; and
- Strong written and verbal communications skills.

Desirable:

- Excellent time management skills and ability to take initiatives and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours;
- Knowledge of school board and state policies, rules and regulations, and goals and objectives pertaining to student registrations, grading, transcripts, and discipline; and
- A results-oriented, self-starter with a passion for his/her work, a strong desire to continually learn, and a positive upbeat personality who strives to effectively work well with others with a positive professional work ethic.

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 31.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP