SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

PROGRAMMER I

QUALIFICATIONS:

    (1)   Bachelor's Degree in Computer Science from an accredited educational institution; or,

    (2)   Bachelor's Degree in any field from an accredited educational institution with a minimum of five (5) years successful coding experience; or,

    (3)   Associate of Arts Degree in Computer Science from an accredited educational institution with a minimum of two (2) years successful coding experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of system design, programming and operation of computer systems. Ability to determine and implement the appropriate software solutions to provide District users with tools to make them productive and successful. Knowledge of mainframe and microcomputers and the appropriate use of the technologies in meeting District information requirements. Ability to relate to users and guide them through the systems development process. Ability to work independently and make competent decisions on matters affecting area of responsibility. Ability to work interactively with others in order to create acceptable standards for software and training necessary to meet the needs of users.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To provide leadership through skillful and imaginative computer programming in order to increase the effectiveness of the total educational program.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

PROGRAMMER I (Continued)

PERFORMANCE RESPONSIBILITIES:

Service Delivery
* (1)   Develop accurate and efficient computer programs.
* (2)   Maintain current knowledge of standard languages, coding methods and operations requirements.
* (3)   Test programs thoroughly.
* (4)   Analyze program specifications for completeness and conformance to coding standards.
* (5)   Design program logic to meet specifications to adhere to prescribed standards.
* (6)   Code programs in authorized language.
* (7)   Document programs according to installation standards.

Interagency Communication and Delivery
* (8)   Advise and assist the Deputy Superintendent and other District staff members of the various data processing functions.
* (9)   Provide coordination of activities between the various department users.
*(10)   Use effective communication strategies to interact with a variety of audiences.
*(11)   Respond to inquiries and concerns in a timely manner.

Professional Growth and Improvement
*(12)   Maintain knowledge of development in the area of systems and software.
*(13)   Maintain a network of peer contacts through professional organizations.
*(14)   Promote and support the professional growth of self and others.

Systemic Functions
*(15)   Exhibit support for the District's vision, mission, goals and priorities.
*(16)   Prepare all required reports and maintain all appropriate records.
*(17)   Provide student data, parent data, grades, discipline data, and the like, to schools and other appropriate agencies as required.
 (18)   Perform other duties as assigned.

Leadership and Strategic Orientation
*(19)   Provide information processing, systems counseling and guidance to management personnel throughout the District.
*(20)   Demonstrate initiative in the performance of assigned responsibilities.
*(21)   Anticipate potential problems and develop processes or procedures to prevent or address them.

*Essential Performance Responsibilities