HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Job Title:	**Software Engineer I**	FLSA Status:	**Classified Exempt**
Job Family:	**Information Technology**	Pay Range:	**IT93Y**
Prepared/Revised Date:	**November 9, 2023**	Job Code:	**38101**

SUMMARY: Develop and maintain district and custom software applications, integrations between a variety of systems, district and school websites and data visualizations while following team established software development life cycle methodology and processes. Interact regularly with other functional groups and customers on technical related work and participate in the formation and execution of team, department and district wide projects goals, scope, and schedule.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks (limit of 13 of the most important tasks)	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Assist team in development, maintenance, and testing of all supported software. perform advanced queries for District data requests.	D	20%
2. Develop and maintain systems integrations for internal applications as well as third-party vendors per business requirements. Work directly with vendors on requirements, documentation, and clarification of issues. Assist with maintenance and review of scheduled nightly jobs.	D	20%
3. Assist in development and maintenance of school and district websites and work collaboratively on creation of new templates, theme, and design aspects. Review and work towards adherence to accessibility standards.	D	15%
4. Attend work and arrive in a timely manner.	D	1%
5. Support reporting functions, data visualizations and other data aggregation by building and maintaining data objects, views and extracts and required data models.	W	5%
6. Work in accordance with established standards and best practices to produce deliverables for assigned project(s). Complete maintenance and post implementation support. Keep assigned tickets and tasks updated and add tasks to tracking tools as needed to ensure work is completed in a timely manner.	W	5%
7. Aid in prioritization of assigned projects in collaboration with team members to ensure projects are finished to meet requirements in a timely manner. Actively participate on project teams to contribute to overall project team objectives. Adapt to dynamic district goals and organization change.	W	5%
8. Write detailed technical documentation. Work closely with other technical staff to design internal support guides and user documentation as needed.	M	5%
9. Collaborate with the peers on improving applications through analysis, research, test, and detailed review of specifications for software design and user interfaces.	M	5%
10. Complete test procedures utilizing critical thinking for customized and individual applications and identify areas of improvement to build efficiencies.	M	5%

11. Assist Data Analysts with mandatory state reporting extracts and work with the team to ensure accuracy.	M	5%
12. Participate in training opportunities in accordance with job related duties.	A	5%
13. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in computer science or computer information systems
- Two or more years of experience technical development
- Experience with relational databases in a production environment
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- **Required Technical Skills:**
  - Fluent in the following programming languages:
  - C#, HTML, CSS, JavaScript
  - Experience working with source control systems such as GIT and TFS
  - Advanced knowledge of SQL Databases and Queries
  - Experiencing in working in Windows and Linux based environments
  - Experience with various development, testing, automation tools, and IT infrastructure
  - Understanding of software development lifecycle and experience in analyzing and suggestions of new processes for improvement and building efficiencies.
- **Preferred Technical Skills**
  - Experience in Drupal or equivalent content management software
  - Familiarity with Integration Services (BIDS)
- **General Skills, Knowledge & Abilities**
  - Understanding of user requirements
  - Ability to adapt to rapidly changing environment that will include acquiring, understanding, and implementing new technologies
  - Ability to conduct online research, read and understand trade and technical publications, and apply skills acquired
  - Oral and written communication skills
  - English language skills
  - Advanced math skills
  - Interpersonal relations skills
  - Organizational and time management skills
  - Advanced ability to provide excellent customer service on the phone and face-to-face
  - Ability to participate and work in a team environment
  - Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
  - Ability to determine priorities, multi-task, meet deadlines, and research and apply new technologies as necessary
  - Ability to write clear and accurate documentation at both the end-user and the technical levels
  - Ability to maintain honesty and integrity in all aspects of the job
  - Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence

- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Advanced operating knowledge of and experience with personal computers, peripherals, and media equipment
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed	X			
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	