



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Software Engineer I**  
Job Family: **Information Technology**  
Prepared/Revised Date: **December 10, 2024**

FLSA Status: **Exempt**  
Pay Range: **IT93Y**  
Job Code: **38101**

**SUMMARY:** Responsible for developing and maintaining 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. Work closely with cross-functional teams and stakeholders to align on technical requirements, foster effective communication, and work with team to complete projects that support organizational goals, scope, and timelines.

**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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Assist in designing, developing, and maintaining system integrations for internal applications and third-party vendors and tools, ensuring alignment with business needs and rostering requirements. Additionally, write and optimize queries to support these integrations.
2. Support the team in developing and maintaining custom-built software. Identify, debug, and resolve technical issues to ensure the timely delivery of bug fixes and patches. Conduct testing and quality assurance to maintain the integrity and performance.
3. Collaborate directly with vendors to define requirements, review documentation, and resolve issues. Support the maintenance and monitoring of scheduled nightly data integrations.
4. Support the development and maintenance of school and district websites, including collaborating on the creation of new templates, themes, designs, and CSS styling. Ensure adherence to accessibility standards through regular reviews and updates.
5. Support reporting functions, create data visualizations, and facilitate data aggregation by building and maintaining data objects, views, extracts, and data modeling.
6. Collaborate with team members to prioritize assigned projects, ensuring the timely delivery of high-quality deliverables that meet requirements. Adhere to established standards and best practices throughout the project lifecycle. Actively contribute to project teams to achieve overall objectives. Adapt to evolving district goals and shifting organizational priorities. Provide ongoing maintenance and post-implementation support to sustain the functionality and success of projects.



7. Consistently update assigned tickets and tasks, recording progress and key details in tracking tools to uphold transparency and accountability. Proactively create and manage tasks in tracking systems as needed to maintain organization, prioritize workloads, and meet deadlines. Actively address issues as they arise, working collaboratively with team members to overcome challenges and achieve project objectives effectively.
8. Utilize strong problem-solving and analytical abilities to identify, troubleshoot, and resolve technical issues. Analyze complex systems, determine root causes, and implement effective solutions to improve performance and efficiency.
9. Communicate effectively by translating technical concepts for non-technical audiences, collaborating across teams, and aligning solutions with business goals.
10. Deliver consistent, quality, user support by providing consultative customer service, resolving issues efficiently, and translating technical concepts into clear, user-friendly solutions.
11. Pursue continuous professional development by staying updated on district technology standards, industry trends, and emerging skills, while embracing challenges and maintaining a growth mindset.
12. Perform other duties as assigned.

#### **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:**

- Proficient in C#, HTML, CSS, JavaScript, and SQL databases/queries
- Experience with GIT, Azure DevOps, Windows, and Linux environments
- Familiarity with Visual Studio including SQL Server Data Tools (SSDT)
- Experience with Microsoft Suite and Power BI (or equivalent data visualization tools)
- Experience in Drupal or equivalent content management software
- Skilled in development, testing, automation tools, and IT infrastructure, with strong understanding of the software development lifecycle
- Understand user requirements and adapt to a rapidly changing environment, acquiring and implementing new technologies
- Conduct research, read technical publications, and apply acquired skills
- Demonstrate strong oral, write, and English language communication skills
- Process advanced math, organizational, and time management skills
- Provide excellent customer service in-person and over the phone
- Collaborate effectively in a team environment



- Prioritize tasks, multi-task, meet deadlines, and apply new technologies as needed
- Write clear, accurate documentation for both end-users and technical audiences
- 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:**

- Proficient in using personal computers, peripherals, and media equipment
- Skilled in office software applications
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Director of Software Development & Support	
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).*

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



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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
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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	