

BEAUMONT INDEPENDENT SCHOOL DISTRICT
Beaumont, Texas

Job Title: Programmer

Reports to: Director-Performance Management and Instructional Technology

Dept./School: Research, Planning and Evaluation- Admin Bldg

Date Revised: 7/15/09

Primary Purpose:

Design, program, modify, and implement systems applications for the management of information throughout the district.

Qualifications:

Education/Certification:

Bachelor's degree in computer science or related field

Microsoft certification considered a plus

Special Knowledge/Skills:

- Thorough knowledge of data base design, SQL (Structured Query Language) and reporting systems.
- Ability to understand computer logic, languages, and data structures.
- Aptitude for detailed work including analyzing, interpreting, and devising solutions to technical problems.
- General knowledge of network design and implementation including an understanding of local area network (LAN) and wide area network (WAN) standards and equipment.
- Knowledge of internet standards and systems including TCP/IP, DNS, E-mail and web serving systems.
- Ability to work with Microsoft Windows Desktop and Server environments.
- Experience with Db2, SQI Server, Crystal Reports, ASP.net, and Microsoft Office Sharepoint Server a plus.
- Strong organizational and communication skills, both oral and written.
- Ability to efficiently document all projects, applications and network systems.
- Ability to interface effectively with staff, end users, and administration.
- Must be able to travel to schools throughout the district.

Experience:

Minimum of two years programming and network experience preferred.

Major Responsibilities and Duties:

Programming/Application Support:

1. Perform all phases of software development including analysis, design, coding, testing, and implementation.
2. Work with data processing staff and end users to ensure all applications are designed to meet specified needs and produce accurate output.
3. Identify application-related problems and recommend effective solutions.
4. Provide programming-related support for all personnel to assist in completing job functions in the most efficient manner.
5. Communicate with administrative and clerical personnel to determine processing needs, clarify requests, develop solutions, and provide technical assistance.
6. Provide technical assistance to all users in all areas of computing including programming, networking, and software related issues.
7. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.

Working Conditions:

Physical Demands: Repetitive hand motions in conjunction with prolonged use of computer equipment. Lifting and moving of heavy equipment; stooping, bending, kneeling. Intermittent excessive noise related to computer and printing equipment.

Environment: Normal office environment. Prolonged use of computer and telephone.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____