

SOUTH SIOUX CITY COMMUNITY SCHOOLS

TECHNOLOGY SYSTEMS PROGRAMMER

Reports to:	Director of Technology
Classification:	Non-Certified
FLSA Status:	Exempt
Terms of Employment:	Days according to school calendar as approved by Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY

- The Technology Systems Programmer will work to take advantage of the data already stored on the different district wide systems. Building our own “Intranet” to allow access to data from anywhere in (and sometimes out of) the district to better “tie” our systems together and dramatically minimize and ultimately eliminate the amount of “duplicated” work. Knowing the value of the district’s static web page; to turn that efficiency in an interactive “data driven” website. Create data bases and small programs to automate routine tasks.

WORKING CONDITIONS

- Work is performed in an office environment and in classrooms where the physical demands require sitting for extended periods of time.
- Frequent use of computers and standard office equipment.
- May work under stress of deadlines.

PERFORMANCE RESPONSIBILITIES

- Create and customize reports for assessment.
- Create and implement a plan to “pull” data systems together so they can share information.
 - Less data entry
 - Minimize data re-entry
 - Instant “real-time” access to data
 - Read only or full control
- Create and maintain interactive applications and databases to make it easier for staff, students and parents to change, edit and share data.
 - Secure (intranet)
 - World Wide Web accessible (internet)
- Help with other technology projects as needed.
- Troubleshoot and resolve hardware and software problems as needed.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE

- High School Diploma, or equivalent, and at least one year of computer systems experience involving technical support; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.
- Associates Degree in Information Systems is preferred.
- Non-certified position; Nebraska Administrative and Supervisory Certificate are not required.

REQUIREMENTS

- May be required to obtain additional, specific skills and/or technical certifications.
- Possession of a valid Nebraska Motor Vehicle Operator’s License.
- Insurability by the District’s liability insurance carrier.

REQUIRED KNOWLEDGE AND SKILLS

- Regular, dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

Physical Requirements Technology Systems Programmer		E Item is not a requirement of the job N	E Occasional – up to 33% of time N	E Occasional/Essential – up to 33% of time, absolutely essential to the job E	E Frequent -- between 34% - 66% E	E Continuous -- over 66% of time E
Stamina						
1. Sitting					X	
2. Walking					X	
3. Standing				X		
4. Sprinting/Running		X				
Flexibility						
5. Bending or twisting at the neck more than the average person				X		
6. Bending or twisting at the trunk more than the average person				X		
7. Squatting/Stooping/Kneeling				X		
8. Reaching above the head			X			
9. Reaching forward				X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)			X			
Activities						
11. Climbing (on ladders, into large trucks/vehicles, etc.)			X			
12. Hand/grip strength			X			
13. Driving on the job			X			
14. Typing non-stop			X			
Use of Arms and Hands						
15. Manual dexterity (using a wrench or screwing a lid on a jar)				X		
16. Finger dexterity (typing or putting a nut on a bolt)				X		
Lifting Requirements						
17. Lifting up to 10 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead			X			
18. Lifting 11 to 25 pounds (Mark all that apply)						
Floor to waist				X		
Waist to shoulder				X		
Shoulder to overhead		X				
19. Lifting 26 to 50 pounds (Mark all that apply)						
Floor to waist			X			
Waist to shoulder			X			
Shoulder to overhead		X				
20. Lifting 51 to 75 pounds (Mark all that apply)						
Floor to waist		X				
Waist to shoulder		X				
Shoulder to overhead		X				
21. Lifting 76 plus pounds (Mark all that apply)						
Floor to waist		X				

Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				