

LAGRANGE HIGHLANDS SCHOOL DISTRICT #106

JOB TITLE: Developer/Analyst
JOB GOAL: To develop innovative, reusable Web-based tools to support the educational mission of District 106
REPORTS TO: Director of Technology
QUALIFICATIONS: Working knowledge of: MySQL, HTML 5, PHP, Javascript, ODBC
Detailed knowledge of OS X, client management, and Imaging techniques
Read, understand and follow verbal and written directions.

Duties and Responsibilities:

General:

1. Communicate and collaborate effectively with others
2. Ensure confidentiality of sensitive information
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work
4. Understand and adapt to a variety of situations
5. Maintain and exhibit general and personal safety practices
6. Maintain stakeholder satisfaction
7. Work independently and exercise good judgment
8. Assume personal responsibility for professional performance and growth
9. Utilize effective problem solving processes
10. Exhibit professionalism in appearance and demeanor

Specific:

1. Develop detailed specification documents with clear project deliverables and timelines, and to ensure timely completion of deliverables.
2. Work with stakeholders/Director of Technology to build and refine graphic designs for websites
3. Determine appropriate architecture, and other technical solutions, and make relevant recommendations for projects.
4. Engage in outside-the-box thinking to provide high value-of-service to stakeholders.
5. Develop innovative, reusable Web-based tools to support the educational mission of District 106
6. Maintain all code in the CMS of your choice
7. Alert colleagues to emerging technologies or applications and the opportunities to integrate them into operations and activities
8. Perform level 3 technical support for diagnosis and repair of computers and computer related equipment including Macintosh and Wintel computers, software, printers, and peripherals.
9. Post updates to the district web page following district policies.
10. Provide technical and application training to teachers and administrators on an as needed basis.
11. Support the Technology Specialist in maintaining local and state student information systems

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated (annually, twice annually, or at least every two years in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Length of contract, salary, and benefits as established by the Board of Education (At-will employee).