



REVISED:
1/12/2022

SUBMITTED:
1/11/2022

JOB TITLE:	ASSOCIATE SOFTWARE ENGINEER
DIVISION:	TECHNOLOGY
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8573
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Leads and assists with the supervision of project teams. Participates hands-on in all aspects of software development including architecture, business requirements, design, development, and testing. Configures, maintains and troubleshoots hardware associated with hosting District applications. Serves as the subject matter expert and interacts with business owners and other stake holders to collect business requirements and to insure projects are completed in a timely fashion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Leads and assists with the supervision of projects teams, employs established internal standards and participates hands-on in all aspects of software development including architecture, business requirements, design, development, and testing
Works closely with the Platform Services group to diagnoses, troubleshoot, configure and monitor hardware relevant to the hosting of software applications and provides satisfactory and timely resolution to all issues pertinent to the same thereby ensuring high availability and reliability
Leads and executes hands-on multiple concurrent projects utilizing effective time management, planning, organization, communication, and people skills to liaise with customers, developers, and other team members ensuring timely delivery of projects and providing timely status updates to management and stakeholders
Interacts with business owners and functions as a subject matter expert in applicable business areas and collects business requirements as required
Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests
Mentors other staff members, assists staff in technical certification efforts and employs proactive measures to resolve project problems and implements such measures throughout the team
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated
Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs
Evaluates and recommends third party software as needed
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
Three (3) One (1) years of demonstrable hands-on experience in leading all phases of enterprise software development
In-depth knowledge of object-oriented programming languages and tools for the web, and enterprise database design

and inquiry skills
A current, relevant, and industry-recognized certification, or ability to successfully complete department- designated and department-paid certification(s) within twelve (12) months of hire
One (1) year experience in Data Mining, Statistical Analysis, and Algorithmic Design for large data sets using Clustering & Classification Algorithms, Statistical Modeling, Analysis of Variance (ANOVA), Covariance and Factorial Experiments or one (1) year experience designing, configuring, and managing enterprise SharePoint and Team Foundation Server implementations
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree with computer specialization
Enterprise hardware troubleshooting which includes servers, load balancers, and related network components
Excellent communication and interpersonal skills
Supervisory experience in software development
Experience in a diverse workplace



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Leads and executes hands-on multiple concurrent projects utilizing effective time management, planning, organization, communication, and people skills to liaise with customers, developers, and other team members ensuring timely delivery of projects and providing timely status updates to management and stakeholders
Interacts with business owners and functions as a subject matter expert in applicable business areas and collects business requirements as required
Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests
Mentors other staff members, assists staff in technical certification efforts and employs proactive measures to resolve project problems and implements such measures throughout the team
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated
Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs
Evaluates and recommends third party software as needed
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
One (1) year of demonstrable hands-on experience in leading all phases of enterprise software development
In-depth knowledge of object-oriented programming languages and tools for the web, and enterprise database design and inquiry skills
A current, relevant, and industry-recognized certification, or ability to successfully complete department- designated and department-paid certification(s) within twelve (12) months of hire
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree with computer specialization
Enterprise hardware troubleshooting which includes servers, load balancers, and related network components
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JOB TITLE:	DEVELOPER SOFTWARE
DIVISION:	TECHNOLOGY DIVISION
SALARY SCHEDULE/GRADE:	11, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8583
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Assists in leading project teams, mentors team members, captures user requirements and participates in all phases of in- house software development process. Designs, develops, tests and maintains enterprise software using object-oriented languages and enterprise database design and inquiry skills.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Writes consistently, translates, and codes application software and reports according to specifications and established internal standards
Develops quality code and performs test procedures on new and existing software programs for the purposes of correcting errors, isolating areas for improvement, and general debugging
Assists in leading and executing multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with developers and other team members to ensure timely delivery of projects and to provide timely status update to all project stakeholders
Collects or assists with the gathering and documentation of business requirements and provides excellent and timely customer service by utilizing polite business communications, fulfilling requests on time, and satisfying ad-hoc data and/or report requests
Assists in leading efforts to troubleshoot software applications to isolate the source of a problem and provides satisfactory resolution so that the application is operational again
Mentors junior staff members and guides junior staff in technical certification efforts
Employs proactive measures to resolve project problems and implements the same throughout the team, and performs necessary duties outside normal business hours to accomplish goals and meet deliverables
Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated
Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree and two (2) years of demonstrable experience in designing, developing and implementing enterprise software solutions
A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

DESIRABLE QUALIFICATIONS
Excellent grammar and strong research skills needed
Knowledge of the field of education
Experience in a diverse workplace



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SCOPE OF RESPONSIBILITIES
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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Writes consistently, translates, and codes application software and reports according to specifications and established internal standards
Develops quality code and performs test procedures on new and existing software programs for the purposes of correcting errors, isolating areas for improvement, and general debugging
Assists in leading and executing multiple concurrent projects and utilizes effective time management, planning, and people skills to liaise with developers and other team members to ensure timely delivery of projects and to provide timely status update to all project stakeholders
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Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS
Bachelor's degree
A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

DESIRABLE QUALIFICATIONS
Excellent grammar and strong research skills needed
Knowledge of the field of education
Experience in a diverse workplace