



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY
(Date)

POSITION: **COMPUTER PROGRAMMER**

LOCATION: Department of Instructional and Informational Technology

JOB SUMMARY: The computer programmer is responsible for designing, programming, testing, documenting, and maintaining computer applications and services to meet the instructional and administrative needs of the school system. The position provides technical systems support and services in support of administrative applications.

REPORTS TO: Supervisor of Department of Instructional and Informational Technology

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

At the time of application, the candidate must have:

1. Bachelor's degree in computer science or equivalent experience.
2. Two years of software development experience in a relational database (Microsoft SQL Service desired) environment.
3. Solid grasp of design, testing, and installation methods.
4. Ability to communicate effectively, both orally and in written form.
5. Experience with developing Web and Windows applications (Visual Studio preferred).
6. Experience with report writing software.
7. Experience with database programming using SQL.
8. Experience with programming languages such as C# and HTML.
9. Experience with cloud based environments (SharePoint and Office 365 preferred).
10. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.
11. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.

ESSENTIAL JOB FUNCTIONS:

1. Provides technical design, programming and program maintenance services.
2. Confers with support application users regarding needs and requirements.
3. Implements appropriate controls and standards.
4. Confers with users regarding needs and requirements.
5. Evaluates and recommends action on requests for computer software.
6. Takes appropriate actions to maintain effective coordination in the event of delays and other problems and ensures that unit activities do no conflict with organization goals.
7. Develops plans to meet unexpected situations, new developments, and changes in programs; prepares for emergencies and understands the factors and conditions affecting programs and recommends appropriate responses.
8. Communicates understanding and support of organizational goals and programs through actions, spoken and written words; interacts effectively with individuals and groups at all levels.
9. Maintains liaison with staff throughout the school system regarding operation of computer systems.
10. Participates in teams, committees and task forces.
11. Presents proposals, provides comment and discussion regarding matters before such groups.
12. Works flexible hours as necessary.
13. Thinks, concentrates and positively interacts with others.
14. Comes to work regularly and promptly.
15. Works under stress and meets all deadlines.

OTHER DUTIES:

Performs related work as required or assigned by the Supervisor of Department of Instructional and Informational Technology.

PHYSICAL DEMANDS: The work is primarily sedentary and performed in a typical office and school environment. Regular use of a computer keyboard is required.

UNUSUAL DEMANDS: Workers may be subject to emergency calls.

TERMS OF EMPLOYMENT:

Twelve (12) month, 7-hour per day position. Salary commensurate with qualifications and experience applied to the current salary schedule for support employees. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Non-Exempt.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE:

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack on CCPS website www.calvertnet.k12.md.us.

- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
1305 Dares Beach Road
Prince Frederick, MD 20678
410-535-1700

Anti-Sexual, Anti-Racial and Anti-Disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any

form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocracas.ed.gov> or call 1-800-421-3481