

# IT software Developer

Job Description- Reference Code 040003

**Category:** IT Software Developer

**Department:** IT Department

## **General Qualifications**

- Bachelor's degree in Computer Science, Information Technology, Software Engineering, or related field
- 3 years and above experience as a software developer, preferably in an educational or academic setting
- Proficiency in programming languages and technologies commonly used in software development, such as Java, C#, Python, JavaScript, HTML/CSS, SQL, etc
- Experience with software development frameworks and tools, such as .NET, Spring, Django, React, Angular, etc
- Knowledge of database management systems (e.g., MySQL, PostgreSQL, MongoDB) and proficiency in database design and query optimization
- Strong analytical and problem-solving skills, with the ability to translate user requirements into technical solutions
- Excellent communication and collaboration skills, with the ability to work effectively with diverse stakeholders.
- Familiarity with software development lifecycle (SDLC) methodologies, agile development practices, and version control systems (e.g., Git)
- Commitment to continuous learning and professional development to stay updated on emerging technologies and trends in software development

**Reporting:** IT Director

**Job Goal:** The IT Software Developer at the school environment plays a crucial role in developing and maintaining software applications and systems to support various educational and administrative functions. This position involves collaborating with stakeholders to understand their needs, designing software solutions, coding and testing applications, and providing ongoing support and maintenance. Specific responsibilities may vary depending on the school's IT infrastructure, software needs, and technology goals

## **Essential Functions and Responsibilities**

### Requirement Analysis and Solution Design

- Collaborate with school administrators, educators, and other stakeholders to gather requirements for software applications and systems
- Analyze user needs and workflows to design efficient and user-friendly software solutions that address educational and administrative challenges

### Software Development and Coding

- Develop and code software applications using programming languages such as Java, C#, Python, or JavaScript, adhering to best practices and coding standards

- Design and implement database structures and queries for storing and retrieving data efficiently
- Create user interfaces and experiences that are intuitive, accessible, and responsive to user interactions

#### Testing and Quality Assurance

- Conduct unit testing and integration testing to ensure the functionality, reliability, and performance of software applications.
- Identify and troubleshoot software defects and issues, and collaborate with stakeholders to implement solutions and improvements.

#### Deployment and Integration

- Coordinate the deployment of software applications and systems, ensuring seamless integration with existing IT infrastructure and platforms.
- Configure and customize software solutions to meet specific requirements and preferences of end-users.

#### Documentation and Training

- Create documentation, including technical specifications, user guides, and manuals, to support the implementation and use of software applications.
- Provide training and technical support to school staff and users on the use of software applications, features, and functionalities.

#### Maintenance and Support

- Monitor and maintain the performance, security, and reliability of software applications and systems, implementing updates and patches as needed
- Respond to user inquiries, troubleshoot issues, and provide timely resolution to ensure uninterrupted access to software resources

#### Security and Compliance:

- Implement security measures and protocols to protect sensitive data and ensure compliance with data privacy regulations, such as GDPR or FERPA
- Conduct regular security assessments and audits to identify and address potential vulnerabilities and risks

**Term of Employment:** Three - Year Contract renewable yearly by written notice and mutual agreement

#### Evaluation Method

The IT Director shall evaluate the IT Software Developer once a year. The IT Director will drive the evaluation process according to the defined procedure. The KPIs for measuring the effectiveness of the IT Software Developer's contribution to the overall academic function of the school include: Software Development (Timeliness of Delivery: Measure the ability of the developer to meet project deadlines for software development tasks and deliverables. Code Quality: Assess the quality of code produced by the developer, including

readability, maintainability, and adherence to coding standards. Feature Completeness: Track the completion of planned features and functionalities within software applications, as outlined in project specifications). Bug Fixing and Issue Resolution (Bug Resolution Time: Monitor the average time taken to identify and resolve software defects and issues reported by users. Customer Satisfaction: Gather feedback from users on the effectiveness and timeliness of bug fixes and issue resolution) Software Performance and Stability (System Uptime: Measure the availability and uptime of software applications and systems, ensuring minimal downtime and disruptions. Performance Metrics: Monitor key performance indicators, such as response time, throughput, and resource utilization, to assess software performance and scalability). User Satisfaction (User Feedback: Solicit feedback from end-users, including teachers, administrators, and staff, on their satisfaction with software applications and user experiences. User Adoption Rate: Track the adoption and usage of software applications by end-users to gauge their effectiveness and acceptance). Security and Compliance (Security Vulnerabilities: Conduct regular security assessments and audits to identify and address potential vulnerabilities in software applications. Compliance with Data Privacy Regulations: Ensure software applications comply with relevant data privacy regulations, such as GDPR or FERPA, by implementing appropriate security measures and access controls). Documentation and Training (Documentation Completeness: Evaluate the completeness and accuracy of technical documentation, including user guides, manuals, and system documentation. Training Effectiveness: Assess the effectiveness of training provided to end-users on the use of software applications and features). Project Management and Collaboration (Team Collaboration: Measure the developer's ability to collaborate effectively with cross-functional teams, including project managers, designers, and other developers. Project Planning and Execution: Evaluate the developer's adherence to project timelines, milestones, and budgets, as well as their ability to prioritize tasks and manage resources effectively). Continuous Improvement (Learning and Development: Track the developer's participation in training programs, workshops, and certifications to enhance their skills and knowledge. Process Improvement Initiatives: Identify and implement process improvements to streamline software development workflows, increase efficiency, and reduce development time)

### **Selection and Appointment Process**

Interested candidates should submit a resume, a portfolio of similar work done, and a cover letter explaining their qualifications and interest in the position. Application instructions and contact information should be included. This Job Description provides an overview of the responsibilities and qualifications for a IT Software Developer at the school. The specific requirements and expectations may vary depending on the school's needs, and the scope of its teaching and learning efforts