JOB DESCRIPTION
San Leandro Unified School District

Information Design Programmer

Purpose Statement

The job of Information Design Programmer was established to facilitate the delivery of information by translating complex data into accessible information that users can easily understand; support the tasks associated with computerized collection, management, visualization and distribution of data used for decision-making and the daily operation of schools and departments; design, develop, and maintain internal and external data visualization and delivery systems; provide related support, training, and service to staff.

This job reports to the Chief Technology Officer.

Essential Functions

- Perform responsible and complex work involving use of judgment and initiative to analyze and design web-based applications.
- Creates, edits and integrates graphics, text, video and audio into web-accessible, digitized environments using standard tools according to accepted standards of design.
- Creates graphical and video materials for internal and external communications.
- Creates and supports web-based applications that facilitate the collection and aggregation of data from stakeholders inside and outside the district.
- Modernize, streamline, modify and update web-based content, including ongoing research and development of new features for the District's Web sites and external communication channels.
- Monitor, analyze, and perform periodic reviews on all district Website traffic for accuracy and appropriateness and prepare statistical reports accordingly.
- Develop and maintain systems and software applications (e.g. report writing, screen design, system procedures, etc.); provide computerized alternatives to manual processes and/or enhance current processes.
- Provide training and support to selected school site personnel involving the preparation of curriculum and training materials, telephone support and classroom or one-on-one training.
- Assist in the evaluation of user needs; analyze administrative activities and perform feasibility studies to determine appropriate resolution of user's needs and operating problems.
- Design and develop report specifications.
- Devise controls and procedures to assure accuracy and auditability of implemented systems.
- Maintain continuing contact with users to assure implementation and maintenance of systems.

- Assess users' access requirements and resolve access problems.
- Communicate with technical, applications and operations staff to ensure the integrity and security of all data.
- Engage in training to keep skills current and as needed for the job; perform ongoing research and evaluation of new tools, software, products and technologies related to Web sites and make appropriate recommendations.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: Analyze and design web systems, applications, sites and files; Communicate clearly and effectively with technical and non-technical personnel and assist users in development and maintenance of web pages; integrate data and services from a wide range of systems.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities; working with frequent interruptions; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working under the direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required. Experience working with school websites, data visualization software and/or in a K-12 environment is preferred.

Education: Certificate in Information Systems, or Computer Science or related field supplemented by college-level courses, targeted, job-related education with study in a job-related area.

Equivalency; Four years of recent, progressively responsible experience in data analysis, database administration/management or programming.

Required Testing

Must pass district's qualifying exam_

Certificates

Pre-Employment Training

Required

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

Salary Range

55