



Our Motto Students Come First
Our Mission Building Strong Foundations to Create Bright Futures
Our Values Belonging, Respect, Responsibility, Learning, Nurturing and Perseverance
Our Vision Learning Without Limits...Achievement For All

Database Programmer/Analyst

Portfolio:	Strategic and solution-based Software and Applications
Reports Directly to:	Deputy Director of Education Services
Reports Indirectly to:	Network Coordinator
Direct Reports:	n/a
Department/Location:	Information Services / Fairview Education Centre – Yorkton, SK
Salary Range:	Database Programmer/Analyst Grid – 5 steps
Last Updated:	October 26, 2018

Profile

Guided by the Good Spirit School Division’s foundational statements, the Database Programmer/Analyst formulates and defines the scope of systems and objectives with an understanding of software and applications programming. This position will make recommendations to develop or modify applications, programs or databases, ensuring the product meets division guidelines and user’s expectations. The Database Programmer/Analyst excels in programming and must operate with a strategic perspective by identifying the needs and opportunities of Good Spirit School Division. The ability to communicate strategies and solutions with non-technical team members is key. This position will collaborate with departments when identifying, planning and implementing IT solutions while allocating financial resources efficiently and effectively. This position’s responsibility supports approximately 960 instructional and non-instructional staff in a school division comprised of 27 schools and 6,200 students. This position will represent the Division in a positive, professional manner.

Primary Responsibilities

Without restricting the generality of the overview above, the Database Programmer/Analyst shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Research and recommend solutions related to middleware to manage the interaction amongst data repositories.
- Research, identify, analyze and fulfill requirements of all internal and external program users (education, human resources, accounting, payroll, facilities, transportation, information and technology).
- Administer student information data systems and provide expert assistance to school-based and education staff in the use and application of the system to ensure data is accurate and timely.
- Consistently write, translate, and code software programs and applications according to specifications.
- Write programming scripts to enhance functionality and/or performance of the school division’s applications as necessary.

- Design, build, run and monitor software for the duration of its life cycle for the purposes of correcting errors, isolating areas for improvement, upgrading and general debugging.
- Work with selected vendors and functional areas in design of technical solutions to solve business challenges.
- Document and maintain user manuals and guidelines.
- Train end users to operate new or modified programs.
- Conduct research on emerging application development, software products, languages and standards in support of procurement and development efforts.
- Perform other duties as may be required or assigned by the Deputy Director of Education Services.

Qualifications

- University Degree with a major in Computer Science or a two-year technical institute diploma in Data Processing/Programming.
- At least two years of experience with information systems and programming.
- Certifications in Visual Studio.Net, SQL Server, Cisco are a definite asset.
- Proficiency in a variety of programming languages, including ASP.Net, Visual Basic.Net, C#, SQL, Powershell.
- Extensive relational database and operating systems experience with MS SQL Server.
- Thorough understanding of platforms such as Microsoft Windows, Linus.

Knowledge, Skills and Abilities

- Demonstrated competence in database systems management and support, preferably with a student records application.
- Strong interpersonal and communication skills, both verbal and written.
- Excellent listening skills with the ability to carry out directions in a timely manner.
- Ability to work independently with minimum supervision as well as a team player.
- Ability to prioritize and manage multiple demands in a high-pressure environment.
- Self-directed as well as task and goal oriented with an attention to detail.
- Proven analytical and problem-solving abilities.
- Ability to work flexible hours.
- Be willing to engage in life-long learning with respect to professional development, training, in-services and courses of study.

Competencies

- Shows commitment to the organizational vision and strategic goals by acting in accordance with organizational expectations. Uses knowledge of the organization and business to solve issues and accomplish goals and strategies while complying with policies, procedures and practices.
- Demonstrates effective organizational skills resulting in the organization's compliance with all legal, Ministerial and Board mandates and timelines. Ensures work is consistently completed and accurate within expected timeframes.
- Takes personal ownership and responsibility for the quality and timeliness of work and is expected to seek clarification on any matters of concern. Demonstrates reliability and integrity on a daily basis.

- Displays a positive attitude toward others, their work, schools and the division. Provides exceptional service to customers (internal and external) by displaying professional and respectful behaviours with timely proactive responses.
- Respectful of the confidential nature of the position and will keep confidential any and all information acquired during the course of employment. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*.
- Models a commitment to personal and professional growth with high ethical standards of conduct.

Working Conditions

- 37.5 hours per week, 12 months per year
- Out of Scope

Approved by:	
Supervisor Name	Donna Kriger
Supervisor Title	Deputy Director of Education Services
Signature	"Donna Kriger"
Date	"October 26, 2018"

**Reviewed and initialled by Director of Education or designate (Human Resources) on
October 26, 2018_____.**