



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**SOFTWARE DEVELOPER**

**DEPARTMENT/SITE:** Continuous Improvement

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 65

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Continuous Improvement

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Continuous Improvement, the Software Developer performs a variety of specialized duties in the planning, development, testing, implementation, administration, and maintenance of District-developed or vendor-provided system software packages to facilitate timely delivery of IT-related services to District customers. Additionally, engages in researching, designing, developing and implementing new system applications and features as appropriate. The incumbents in this classification provide the school community with reliable and secure information systems and accurate data that underly the basis for evidence-based decision making which directly supports student learning and achievement

**DISTINGUISHING CHARACTERISTICS**

Positions in this class function at the highest level of the data information group in Accountability and Communications. The Software Developer integrates new systems into existing core systems and upgrades legacy systems for operational efficiency and effectiveness.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Analyzes the feasibility of software development and integration projects; analyzes requests for application additions and revisions; confers with users to determine application requirements and desired functionality; resolves problems and provide support and assistance.
- Communicates with Madera Unified School District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Designs test plans; develops test data; executes test scenarios; analyzes new and revised applications for effectiveness and compliance with established goals, standards, and procedures; runs test data in actual computer operations; diagnoses, documents, and resolves programming defects and erroneous data.
- Develops and uses reporting software tools; writes and executes database queries; develops and maintains data and performance dashboards.
- Develops web and database applications.
- Develops, implements, administers, and maintains new software applications (e.g., Salesforce platform) to expand District's tools for applying data-driven technology to organizational and program management improvements.
- Facilitates the collection, management, manipulation, reporting, and distribution of computerized data used for analysis; develops and modifies existing applications and procedures to improve and resolve problems

with computerized reporting and record maintenance.

- Performs a variety of specialized duties in the development, maintenance, and analysis of complex business applications and databases to resolve software defects, meets district needs, enhances system and job performance and provides for system enhancements; develops and maintain source code for new and existing systems and applications.
- Provides Tier 2 District-level technical support to users and other support staff; ensures support team and user understanding of new and modified system applications; receives, troubleshoots, and provides feedback to user requests and inquiries regarding system performance, defects, and usability; assists users with maintaining automated records and generating computerized reports as directed.
- Reengineers existing business applications; develops software in a multi- tiered, multi-platform, client-server environment. develops and maintains legacy software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Principles, practices and techniques of computer programming and system design
- Software programming systems, applications and languages, policies and procedures utilized by Madera Unified School District
- Modern development languages and tools including but not limited to Google Suite, Microsoft Office Suite, Microsoft SQL Server, Salesforce Administration and Development JavaScript, Web development
- Policies and objectives of assigned tasks, stories, and applications; principles, practices and techniques in the development, maintenance, and analysis of computer systems, databases and applications; multi-platform, client-server applications; web-based application development
- Techniques for testing and debugging software applications
- Database structures, Web-based applications and system capabilities of the D\District's computer systems
- Record-keeping and report preparation techniques
- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations and requirements as related to assigned activities and/or instructional area
- Correct English usage, grammar, spelling, punctuation and vocabulary in all forms of communication
- District operations, policies and objectives; interpersonal skills such as tact, patience, flexibility, and courtesy; operation of a variety of office equipment, including but not limited to a computer and assigned software applications
- Theoretical and technical aspects of field of specialty
- Create innovative solutions
- Apply knowledge of fundamental computer programming concepts
- Write and maintain documentation for systems and applications

### **Skills and Abilities to:**

- Perform a variety of specialized duties in programming, development, maintenance and analysis of computer applications, databases, and systems in support of assigned systems, programs and functions
- Prepare organize, document, and control source code revisions to new and existing applications and features using standard source control systems such as Team Foundation
- Research, design, develop and implement new system applications as appropriate
- Design applications to meet district needs, enhance job performance, and provide for system enhancements
- Develop and maintain source code for new and existing software applications
- Understand legacy code sufficiently to reengineer new applications; modify existing programs to enhance database operations and functions
- Design programming solutions for application defects

- Facilitate the computerized collection, management, manipulation, and distribution of data used for analysis
- Design programming solutions and troubleshoot and resolve application defects
- Meet schedules and timelines
- Establish and maintain cooperative and effective working relationships with others
- Maintain and prepare reports
- Interpret, apply, and explain rules, regulations, policies and procedures
- Maintain consistent, punctual and regular attendance
- Serve as a liaison between the assigned department, administrators, district personnel, outside organizations, and/ or the public concerning assigned programs

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

### **EDUCATION REQUIRED:**

A Bachelor's degree in computer science, information systems, computer engineering, software engineering, or a closely related field. Additional qualifying experience may be substituted for the degree on the basis of one year of experience for 24 semester/45 quarter units of degree coursework.

### **EXPERIENCE REQUIRED:**

Three (3) years of experience in software programming or engineering or data analytics, one of which would have been in a project management leadership role in the development of software from concept, testing, implementation, and evaluation. Experience in a school district environment is preferred.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties, and tasks.
- Salesforce certifications in multiple areas of the system

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing, and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files, and supplies

- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites.