POSITION DESCRIPTION

TITLE: Assessment Application Developer
LOCATION: Administrative Service Center
REPORTS TO: Director of Assessment
DEPARTMENT: Assessment

SUMMARY STATEMENT:
The Assessment Application Developer is responsible for developing and maintaining District computer assessment applications including but not limited to Homeroom, Evergreen's Learning Management System (LMS), and Evergreen Online Reporting System (EORS). The Assessment Application Developer is also responsible for dealing with student testing, reporting, and any other assessment databases, as well as developing and maintaining the District assessment Web site. The Assessment Application Developer, in conjunction with other staff members, will plan and define requirements for assessment applications and assessment report generation as well as Learning Management System applications. The Assessment Application Developer, in conjunction with staff members, will plan and define requirements for the efficient and effective use of the computer assessment and assessment reporting resources as well as Learning Management System resources.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Define Computer Assessment and Reporting requirements, evaluate Computer Assessment and Reporting needs, and conduct assessment application design and implementation; establish and enforce assessment application standards, and manage data security, filtering processes, access, and standards.
3. Define Learning Management System (LMS) requirements, evaluate LMS needs, and conduct LMS design and implementation; establish and enforce LMS standards, and manage data security, filtering processes, access, and standards.
4. Work with other departments in the development of computer assessment applications and reporting requirements.
5. Work with other departments in the development of Learning Management System requirements.
6. Evaluate work flow processes and document handling within the District, and make recommendations as to best solutions.
7. Coordinate and perform project planning and project management responsibilities which (depending upon service area) may include establishing priorities, specifications, and approaches; organize staff and scheduling; work with others (including outside vendors) to complete a project; and track and follow up on progress.
8. Coordinate and perform appropriate documentation planning tasks; review drafts and revisions; ensure reports and communications meet customer and department quality, service, and other requirements.
9. Maintain existing programs and procedures, and write complex new programs using current hardware and software techniques and a variety of language and software tools.
10. Travel from location to location, including out of the city, to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Provide back-up support to other positions in the event of absence or work overload.
2. Perform special requests as requested.
3. Perform other related duties as assigned.
PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Acceptable Attendance
- Lifting Up to 50 lbs. (33-66%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Walking (33-66%)
- Hearing (66-100%)
- Standing (33-66%)
- Writing (33-66%)
- Speaking (66-100%)
- Travel (33-66%)
- Sitting (33-66%)

Mental Demands Required:

- Reading Documents (66-100%)
- Problem Solving (66-100%)
- Verbal Communication (66-100%)
- Confidentiality (66-100%)
- Customer Contact (66-100%)
- Reasoning (66-100%)
- Written Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Training (66-100%)
- Detail Work (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

PC, telephone, optical scanner, various audiovisual equipment, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:

(Testing may be required).

1. A minimum of two years related experience with design work required.
2. Learning Management System experience preferred.
3. Electronic Reporting generation application programming preferred.
5. Computer programming experience preferred.
6. HTML 5.0 programming and scripting experience preferred.
7. Familiarity with JAVA and CGI scripting preferred.
8. Experience with scan technologies preferred.
10. Demonstrated organizational skills and the ability to follow through.
11. Must possess diagnostic and troubleshooting skills as well as effective and creative problem solving skills.
12. Must be able to travel from location to location to accomplish tasks and be willing to travel out of the city.
13. Must possess a continuing interest in professional growth and development.
14. Demonstrated ability to maintain confidentiality of sensitive information.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ____________________________ Date: ________________

District: ____________________________ Date: ________________
New
Revised Date: 10/02/2013
Classification: Professional Technicians (PSE)
Class: Class X
Display on Web? Yes

Assessment Application Developer