SUDBURY CATHOLIC DISTRICT SCHOOL BOARD

JOB DESCRIPTION

JOB TITLE: Programmer Analyst DEPARTMENT: INFORMATION MANAGEMENT SERVICES	JOB CODE: NU54 VERSION 1.0
DATE APPROVED: SEPTEMBER 3, 2026	APPROVED BY: CHERYL ANN CORALLO, EXECUTIVE SUPERINTENDENT OF BUSINESS AND FINANCE
DATE REVIEWED: SEPTEMBER 3, 2026	SIGNATURE: 

REPORTING RELATIONSHIPS

Position reports to: Manager of Information Management Services
Positions supervised: n/a

ESSENTIAL QUALIFICATIONS

Education / Certification

3-year College diploma in Computer Science, Software Development, Database development & administration, or a related field.

Experience Required

Four years of work-related experience in enterprise level application, programming and database design, development and maintenance.

PREFERRED EXPERIENCE/QUALIFICATIONS

Experience in a school board setting and knowledge of education sector information systems.

KEY ACTIVITIES

Participates (under the functional guidance of the Senior Programmer Analyst) in the effective and reliable operation of corporate systems (e.g. HRP, Finance, Student Information System), as well as the interfaces between them and 3rd party systems/solutions, including data synchronization between HRP, student information system (SIS), email and Active Directory systems.

Participates in the administration and management of corporate and student data (SIS, HRP, Finance, etc), including analyzing, aggregating information from various sources, and providing insight into relevant business intelligence gleaned for those information sources.

Perform data analysis and manipulation to meet system needs, as well as migration and integration of corporate data & systems, including 3rd party systems.

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Research, suggest and design/develop innovative and effective programming solutions (using a variety of tools and/or software such as Excel, PowerBI etc.) to meet identified needs.

Provide technical support for various systems (e.g. Web server, In-house custom systems, Office 365 applications, Sharepoint, Teams, Exchange Online, etc) as well as assist in technical support for end-users.

Administers SharePoint Online, including the creation and configuration of sites and the design and maintenance of the underlying information architecture (document libraries, content types, site columns and metadata), and administers Microsoft Purview to automate the retention and disposition of the Board's records in accordance with the approved records retention schedule.

RESPONSIBILITIES

System Operation and Support

Assist in the definition & documentation of user requirements and provide recommendations for additional reports required or requested and software tools to meet corporate needs.

Provide end-user support for Board information systems & act as liaison with 3rd party vendor/service providers.

Participate in review of business processes and provide input into recommendations to improve efficiency and effectiveness of processes interacting with software systems (both 3rd party and custom).

Serves as resource to management, consultants, and staff with respect to effective and reliable operation and consistency of information systems (SIS, HRP, Finance).

SharePoint and Information Governance Administration

Create and configure SharePoint Online sites in response to approved business requests, applying Board standards for site structure, navigation, permissions and access.

Design and maintain the SharePoint information architecture, including document libraries, content types, site columns and managed metadata, so that records are consistently classified at the point of creation.

Administer Microsoft Purview to automate the retention and disposition of records, including the configuration and application of retention labels and label policies, disposition review, and reporting on disposition activity.

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Work with the Manager to translate the Board's records retention schedule into applied rules within Microsoft 365, and to test and validate that records are retained and disposed of as scheduled.

Monitor and troubleshoot the SharePoint and Purview environment, including permissions, storage, site lifecycle and policy application, escalating issues to 3rd party vendors/service providers where required.

Contacts
Act as liaison between staff and 3rd party vendors/suppliers in the maintenance and operation of information systems.

Communicates in writing and verbally with external suppliers and partners to assist with queries and provide clarification as required.

KNOWLEDGE AND SKILLS

Scope of Knowledge
Good knowledge of enterprise-level programming and scripting, including coding and script writing using open-source and Microsoft-based languages and tools.
Good knowledge of systems analysis and documenting design requirements.

Strong knowledge and experience in Excel, as well as data manipulation and analysis, and the ability to communicate information effectively.
Good knowledge of MS 365 technologies, including SharePoint, Teams, Exchange Online, Power Platform, and their integration with enterprise applications.
Good knowledge of Microsoft Purview for information governance, including retention labels and label policies, disposition review, and the automation of records retention and disposition within Microsoft 365.

Working knowledge of AI technologies and their application to programming and enterprise systems.

Basic knowledge of software licensing and copyright concepts and regulations.

Knowledge of the Mission, Vision and Values of the board as well as the organizational structure, the operational plan, relationships, and roles within the organization to support successful software system implementation and operation.

Skills
Strong analytical and problem-solving skills, especially in relation to providing support in the implementation, operation and maintenance of student information, financial, and HRP systems (both on-premise and 3rd party services).

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Strong technical coding and scripting skills to develop, modify, and maintain programs and automated solution that support business and application requirements.

Working knowledge of building and troubleshooting SQL queries and Linux systems

Strong SharePoint administration skills, including site creation and configuration and the design of information architecture (document libraries, content types and site columns) to support consistent classification, retention and disposition of records.

Strong communication and interpersonal skills to demonstrate and explain general and complex system and information topics, policies, and practices. Ability to respond in a reasonable manner to inquiries from other departments, various ministries, and Board partners. Skill is required in adapting the format and content of communication for audiences with varying ranges of technical sophistication. Ability to actively listen and respond to the needs of the end user through consultation and to express a clear understanding of the requirement.

Exceptional attention to detail and the ability to provide accurate and timely information while managing multiple conflicting deadlines.

Physical Requirements
Manual dexterity required to use desktop computer and peripherals.

Health and Safety
Always practice safe work procedures, report unsafe conditions in a timely manner and wear protective equipment as required.

Special Working Conditions
Risks found in the typical office setting, which is adequately lit, heated, and ventilated. Multiple deadlines and overtime required on occasion and during large system projects and updates, typically performed outside regular business hours.

Occasional travel to schools within the Board's jurisdiction.