

SHANGHAI AMERICAN SCHOOL

JOB DESCRIPTION

TITLE: APPLICATION DEVELOPER
CONTRACT DAYS: Full Year Contract

POSITION SUMMARY:

The Application Developer plays a crucial role in developing and supporting customized technology solutions for academic and operational departments throughout the school. This work involves leveraging indepth knowledge of SharePoint, WeChat, and Database applications, and other development platforms, as well as integrating data from different systems to streamline processes and improve efficiency throughout the school.

SUPERVISED, EVALUATED BY & REPORTS TO:

Director of Technology

QUALIFICATIONS:

- Bachelor's degree in Computer Science, Information Technology, Software Engineering, or a related field
- Proven experience in application development, preferably within an enterprise, education, or Microsoft 365 environment.
- Strong knowledge of SharePoint development, customization, workflows, and administration.
- Experience developing and supporting WeChat applications and WeChat Mini Programs.
- Proficiency in relevant programming and scripting languages such as C#, JavaScript, TypeScript, and PowerShell.
- Strong understanding of secure application development, including data protection, access controls, and secure integration of APIs.
- Experience with data integration and interfacing between different systems and platforms.
- Familiarity with Microsoft 365 development tools such as Power Apps, Power Automate, as well as variety of generative artificial intelligence (GenAI) tools and services.
- Experience with technologies such as SQL, APIs, web services, and cloud platforms, and modern authentication methods.
- Excellent problem-solving and troubleshooting skills, with strong attention to detail.
- Ability to communicate effectively and collaborate with both technical and non-technical stakeholders.
- Strong organizational skills and the ability to manage multiple projects and priorities simultaneously.
- Self-motivated and able to work independently and in a team-oriented environment.
- Fluent in English & Mandarin.
- Prior experience working in a school environment or working with educational systems is an advantage

PERFORMANCE RESPONSIBILITIES:

- Designs, develops, tests, and deploys custom applications using SharePoint, Wechat applications, and other platforms. Collaborates with academic and operational leaders to understand requirements and deliver solutions that meet their needs.

SHANGHAI AMERICAN SCHOOL

- Configures and customizes SharePoint sites, libraries, and workflows, and related tools to optimize collaboration, document management, and information sharing across the school.
- Identifies and integrates data from different systems and applications used throughout the school, such as student information systems, learning management systems, HR and other operational systems.
- Develops data interfaces to establish seamless data flow and enable efficient reporting and analytics.
- Leverages generative AI tools and services to enhance data analysis and decision-making processes.
- Follows and supports industry best data protection and cybersecurity practices and standards to ensure the security and integrity of applications and data. Conducts regular assessments and testing to identify and address potential security risks. Stays updated with emerging cybersecurity threats and implements appropriate measures to mitigate them.
- Investigates and resolve technical issues related to SharePoint applications and other integrated systems. Provides timely and effective support to end-users, ensuring minimal disruption to their workflow.
- Collaborates closely with the Instructional Data Coordinator to support the management and use of Learning Analytics Collaborative (Consilience) across the school.
- Works closely with department heads, administrators, and other stakeholders to gather requirements, understand processes, and propose innovative solutions that address their needs. Acts as a consultant and advisor for technology-related projects and initiatives.
- Stays current with emerging technologies, including knowledge of application development trends, tools, and best practices. Evaluates emerging technologies that could enhance the school's technology infrastructure and proposes their adoption when appropriate.
- Collaborates with the Director of Technology and other Technology staff, and other operational and academic departments of SAS, to advance the school's operational goals.

SAS BELIEVES:

- That each employee makes a significant contribution to our success.
- That contributions should not be limited by the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.

How we see the world is how we experience the world

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

Child Safeguarding at SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

SHANGHAI AMERICAN SCHOOL

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.