



## **Hiring the Position of Programmer Analyst**

Position:	Programmer Analyst
Union/Association:	Administrative Services Group (ASG)
Posting #:	4016646
Date Posted:	March 27, 2026
Closing Date:	April 10, 2026
Employment Status:	Permanent, Full-Time (Existing Vacancy)
Work Hours Schedule:	35 hours per week
Location:	Catholic Education Centre, Wallaceburg
Annual Salary Range:	\$73,895 to \$91,970
Start Date:	Immediate

### **If Interested**

Send resume quoting posting number in email through Apply To Education - <https://sccdsb.simplification.com/>

### **Summary**

Reporting to the Coordinator of Planning and Reporting, the Programmer Analyst is responsible for developing new applications and capabilities to expand the organization's technological capacity and improve operational efficiency. This includes identifying areas where innovative solutions can streamline processes and enhance productivity across departments. In addition, the Programmer Analyst will incorporate AI tools and processes into new and existing workflows to drive further efficiencies and innovation.

The Programmer Analyst also plays a critical role in developing and maintaining digital forms, workflows, and business process automations that enhance operational efficiency and support service delivery. The Programmer Analyst is also responsible for integrating robust governance and security protocols throughout the development pipeline, ensuring compliance with organizational standards and safeguarding sensitive information.

### **Reporting/Responsibilities**

Reporting to the Coordinator of Planning and Reporting, the Programmer Analyst will:

- Conduct detailed analysis of user and business requirements from academic and administrative departments; translate into technical specifications; identify opportunities for automation, process improvements, and error reduction.

- Design, develop, and maintain applications using technologies such as .NET, JavaScript, Java, SQL, Python, and web frameworks (React, Vue, Bootstrap).
- Develop and maintain custom scripts, integrations, and utilities for system automation and data processing, including creating API services and secure application data interchanges.
- Design, implement, and support digital forms, workflows, and process automation using platforms such as Microsoft Power Platform, Laserfiche, Google Workflows, or other enterprise applications.
- Provide end-user support, training, and documentation to ensure successful adoption of new applications, systems, updates, and workflows.
- Develop and implement databases to support application development.
- Build and support analytics reporting using tools such as Power BI.
- Be a Citizen Developer Champion to train and support introduction of low-code/no-code tools to staff while maintaining governance standards of data security and access management.
- Document workflows, data dependencies, and integration points for new or modified applications
- Develop and enforce data integrity rules, security policies, and backup/recovery plans.
- Create and maintain documentation of data dictionaries, schemas, and metadata.
- Design, develop, and support AI-driven solutions, including AI tools, copilots, and task-focused agents using platforms such as Azure AI Studio/Azure OpenAI, Google Vertex AI, and related technologies.
- Create AI-enhanced automations, chat interfaces, document intelligence, and decision-support tools that streamline workflows and improve user experience.

## Qualifications and Skills

- A university degree is preferred, or a college diploma from a recognized institution in Computer Science, Software Engineering, Information Technology or related discipline.
- A minimum of 3 years supporting applications, databases and electronic workflow systems in a complex enterprise environment.
- Microsoft certifications (ie. Azure, Developer Associate, Power Platform, SQL Server) is preferred.
- Knowledge of data and AI governance and project management experience is preferred.

## Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

## Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.

Director of Education  
Lisa Demers

Chair of the Board  
John Van Heck

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