

M365 Developer (Permanent Full-Time)

35.00 Hours/Week – 12 Months/Year

Hourly Rate of Pay: \$42.27 - \$47.45

Effective: Immediately

New Position

About the Limestone District School Board

The Limestone District School Board (LDSB) is situated on the traditional territories of the Anishinaabe and Haudenosaunee. We acknowledge their enduring presence on this land, as well as the presence of Métis, Inuit, and other First Nations from across Turtle Island. We honour their cultures and celebrate their commitment to this land.

The LDSB is the region's only fully inclusive school board. Limestone schools serve more than 20,500 students in 55 schools and five alternative education centres covering a geographic area of 7,719 square kilometres across the City of Kingston, the Townships of Central Frontenac, North Frontenac, South Frontenac, Addington Highlands, Loyalist, Stone Mills, the Frontenac Islands and the Town of Greater Napanee.

Position Overview

The M365 Developer's role is to innovate and develop custom web-based solutions to support Limestone District School Board's core business functions through the development of websites, and custom applications for SharePoint online, MS Teams, MS Power Platform, Business intelligence and Azure websites, as well as automate business processes by creating online forms and automating workflows. This position requires understanding of development lifecycle methodologies, quality assurance processes, application documentation, troubleshooting and debugging techniques.

Summary of Duties & Responsibilities

- Administer all Microsoft systems and interfaces for custom applications to meet both the board's academic and operational requirements.
- Project-based work of all Microsoft-based infrastructure (e.g. Office 365, Power Automate, Power BI, Azure, Power Apps, SharePoint, Teams, OneDrive for Business, Stream, Bookings, etc.).
- Develop custom applications and automated workflows in the O365 environment, including MS Teams, OneDrive, SharePoint, and MS Power Platform, and automating setup and configuration using PowerShell or third-party API.

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- Design and develop custom business solutions using customized web services, APIs, Azure functions and SharePoint's services.
- Implement advanced functions of Office 365, including data governance, and compliance (e.g., Microsoft and Azure Security, sensitivity labelling, DLP, E-Discovery, In-Place Hold, Retention Tags, and Encryption)
- Develop user interactive applications, reports or workflow by leveraging Microsoft data connectors.
- Develop complex workflows using Microsoft Flow/Power Automate, Microsoft PowerApps and PowerApps components.
- Develop custom scripts using PowerShell, Visual Studio, and other scripting engines.
- Development, testing and documentation of applications using the Microsoft Graph or SQL in conjunction with high level languages. Secondary support of Microsoft applications in conjunction with the support team. Other systems include but are not limited to: Student Information system. Special Education System, Enterprise Resource Management System and Communications systems.
- Source control management and continuous integration of Board's business applications.
- Conducts detailed analysis and study of programming requirements
- Monitors and optimizes Microsoft Flow Processes
- Provide leadership and technical resources to the development and support team for a board wide integrated Learning Management System.
- Stay current on Microsoft 365 changes, updates, and new Microsoft releases for Office 365 and related products

Qualifications

- 4-year university computer science program or 4-year university computer engineering program
- At least 3 years of experience in programming using Powershell, Microsoft development environment, Microsoft Graph, Microsoft PowerApps, relevant experience
- Experience in Microsoft Azure solutions architecture is an asset.

Skills and Knowledge Required

- Excellent oral and written communication skills
- Understanding of development lifecycle methodologies and technologies.

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- Experience with MS Development Platforms
- Experience with information resource management principles and practices
- Experience in and a good understanding of relational data structure and information systems
- Experience in Azure IoT (Internet of Things) development
- In-depth, hands-on knowledge of Microsoft Power Platform development (PowerApps, Power Automate, Power BI) and SharePoint Online configuration and development
- In-depth, hands-on knowledge of and experience with Microsoft 365 applications, including Microsoft 365 (Microsoft Teams, OneDrive, Stream, Planner, Endpoint Manager etc.)
- Hands on experience in programming/scripting utilizing tools such as PowerShell, Visual Studio, and other scripting engines
- Experience creating JavaScript, Typescript, jQuery HTML, CSS is an asset.
- Proven experience with troubleshooting principles, planning, technical documentation, and migration skills.
- Knowledge of trends in technology relating to software applications.
- Able to understand the organization's goals and objectives and how it relates to Information Technology.
- Understanding of Privacy and Security requirements for data held within the organization
- Ongoing Learner - Ability to absorb new ideas and concepts quickly.
- Ability to work independently.
- Highly self-motivated – Proactively addressing work and researching initiatives.
- Reliable and dependable - Able to effectively prioritize and execute tasks, and to meet strict timelines and maintain confidentiality
- Good analytical and problem-solving abilities.
- Excellent active listening and communication skills.
- Experience working in a team-oriented, collaborative environment.
- Excellent analytical and problem-solving skills
- Ability to present ideas in business-friendly and user-friendly language
- Superior customer service orientation

Commitment to Diversity and Inclusion

Across LDSB, we are committed to removing systemic barriers not only in recruitment but in retention and promotion as well so that you can see yourself in Limestone. The LDSB is

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dedicated to promoting fair and equitable hiring practices that will move us forward in hiring staff who reflect the full diversity and lived experiences within the communities we serve.

We invite and welcome you, through your application/resume to self-identify as someone who has lived experiences, and who can bring valuable, diverse knowledge and perspective to our district and the students and communities we serve.

Accommodation will be provided to applicants to enable equitable participation in the recruitment process. Applicants can request accommodation at any time during the recruitment process.

Applicants who are transgender may provide records in a different name than their current legal name or name of common usage. This will not prejudice prospective applicants in any way, and such information will remain confidential.

The Kingston community promotes and supports the diversity that continues to grow within our communities. For more information about Kingston and/or the LDSB, including equitable recruitment, retention and promotion practices, please visit limestone.on.ca.

How to apply

Interested applicants are asked to submit an application package that includes a **cover letter**, **resume** and **proof of qualifications/certification**. Please ensure you clearly outline how your skills, experience and education relate to this position.

Applications are due by **4:00 p.m. on Tuesday, August 11, 2026** to [ApplyToEducation](https://ApplyToEducation.on.ca).

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