

NORTHERN LEHIGH SCHOOL DISTRICT

**Posting**

#N-2-2019

**POSTING DATE: February 22, 2019**

**EXPIRATION DATE: Until Filled**

TO: To All Interested Parties

FROM: Matthew J. Link, Superintendent

SUBJECT: Posting of Position

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Please be advised that the following tentative position may be available for the 2018-2019 school year:

**Districtwide Technology Support Technician(s)**

- Associates degree in a computer related discipline or a high school diploma with comparable work related experience and some formal computer training required
- Full Time 12 month position
- Reports to Director of Technology
- Salaried Position: \$30,000 (prorated for remainder of the 2018-2019 school year)
- Excellent Benefit Package including Health, Dental and Prescription Plan
- Effective Date: April 2019
- The following criteria are essential to this position:
  1. Acts as first point of contact in response to support tickets providing basic technical support to students and staff in a timely, professional, and customer friendly manner.
  2. Assists staff with the installation, configuration, and ongoing usability of computers, Chromebooks, peripheral equipment, and software.
  3. Must have experience supporting Microsoft Windows operating systems, applications software, and Office 365. Experience working with device management platforms such as Google G-Suite, Microsoft In-Tune and classroom management software is preferred
  4. Assists with maintenance of other district technology including Audio/Visual, Telecommunications, local area network, and various security and control systems as needed.
  5. Ability to interact positively with people, be a team player, and take initiative to prioritize workload.

Interested and qualified persons should submit a letter of intent, resume and clearances to The Human Resources Department, Northern Lehigh School District, 1201 Shadow Oaks Lane, Slatington, PA 18080

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER***

MJL:sks