



## Lebanon County Career and Technology Center Position Posting

**Position Title: Computer Technician and PIMS Reporter**

**Location: Lebanon County Career and Technology Center**

The Lebanon County Career and Technology Center (LCCTC) is now accepting applicants for the position of Computer Technician and PIMS Reporter. This is a 12-month, full-time position.

The Computer Technician's role is to provide a single point of contact for end-users to receive support and maintenance within the school's desktop computing environment. This includes installing, diagnosing, repairing, maintaining, and upgrading all PC hardware, software, and equipment, in a primarily Microsoft Windows and MAC based environment to ensure optimal performance. The person will also troubleshoot problem areas in a timely manner and provide end-user assistance where required.

### **Required Qualifications:**

- Must have the ability to support the Microsoft and Apple Operating System and related products.
- Knowledge of desktop hardware and software
- Hands-on hardware troubleshooting experience.
- Minimum of associate degree in related field required.
- A+, Network+, and MCP certifications are a plus.

**Essential Functions** - Must have the ability to perform the following essential functions with or without reasonable accommodations:

- Perform on-site analysis, diagnosis, and resolution of desktop problems for end-users, and recommend and/or implement corrective solutions, including the coordination of on-site and off-site repair for equipment under warranty.
- Install, configure, test, maintain, monitor, and troubleshoot end-user workstations and related hardware and software to deliver required technology service levels.
- Collaborate with Network Administrator to ensure efficient operation of the desktop computing environment.
- Configure and update end-user workstations for end of year and start of year set up.
- Receive and respond to incoming calls, e-mails, and/or IT requests regarding desktops and/or hardware/software problems.

The Computer Technician will also complete and submit PIMs reports. The PIMs Reporter is responsible for monitoring and assisting in correcting data in the Student Information System (SIS), as well as submitting school data in PIMS for required state reports. This includes working with other school staff on data specific to their department, following up on the reports after submission, communicating concerns to administration, meeting the reporting deadlines, and submitting the signed accuracy certification statements (ACS).

### **Responsibilities:**

- Complete PDE Data Quality Curriculum training and participate in Data Quality Network weekly update Q&A and monthly training meetings.
- Upload state required reports in PIMs.
- Work with building staff to correct errors within our SIS for data integrity and accuracy.
- Know and be adept at navigating the SIS to identify and correct information.
- Submit ACS signed by the Director when reporting has been reviewed and accuracy verified.

### **Application Process:**

Interested applicants should submit a letter of interest, resume, application, current (within one year) Act 24 (82), Act 34, Act 151 and Act 114 clearances, and three letters of recommendation to: Marilyn Lathrop, Assistant Director, Lebanon County Career and Technology Center, 833 Metro Drive, Lebanon, PA 17042 or mlathrop@lcctc.edu. E.O.E.

All required clearances must be compliant with the Pennsylvania Department of Education's mandated criteria for hire.

**Application Deadline:** until the appropriate candidate is identified.