



SCHOOL DISTRICT #43 (COQUITLAM) **Invites applications for:**

ICT Information Technologist **(Full Time / permanent position)**

The Coquitlam School District is inviting applications from individuals for the position of ICT Information Technologist. As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,400 teaching, administrative, managerial and support staff.

Our ICT Information Technologist reports to the designated supervisor/manager and is responsible for providing support to the district educational and administrative computer users. The ideal candidate will be a self-starter who seeks challenges and is responsible for being an expert-level resource for their area.

As a large organization, the district maintains a large information services department which offers opportunities for career advancement to an Information Technologist II, IS Team Supervisor, and/or management positions over time.

The responsibilities of this role include:

- Providing on-site technical support and staff training, installation, configuration, trouble shooting and resolution of any software and/or hardware problems that may arise with computer users for educational and administrative functions by district employees.
- May participate in technology steering committees and provide recommendations and input for software and hardware upgrades.
- Providing technical and programming support for wide variety of software applications including office productivity software, electronic messaging systems, networking, server and workstation operation systems, database systems, student, library, and financial information systems or other standard administrative or educational software packages.
- Operating and maintaining and verifying network systems as per district standards; may back up information data on a regular basis; performing information/data restore operations when necessary.
- Assisting in the development, planning, prioritization, and implementation of department objectives for existing and new initiatives.
- Developing/maintaining specialty computer programs as well as technical and user documentation.
- Engaging in on-going training to ensure relevant certifications remain current.
- Continuously upgrading skills to anticipate and support new technology; Maintaining up-to-date knowledge of information technology trends applicable to the school district's IS environment.

We are seeking candidates with recent experience in a similar role. To be successful you must have strong technical skills as well as a keen interest in collaborating with people and a desire to provide a high level of service. You must be committed to learning new technologies and processes and to working independently within time and resource constraints.

Qualifications:

- A two-year computer systems related diploma from an accredited public college, plus two years of related recent experience.
Diplomas/degrees must be from a Canadian public post-secondary institution or, alternatively, must have been formally evaluated by BCIT for equivalency purposes. Applicants with qualifications from an institution other than a Canadian public post-secondary must include documentation demonstrating BCIT program equivalency or the applicant can specify if an evaluation is in progress for which results are pending.

Or,

- Two years of directly related recent experience including Microsoft Certified systems Engineering Certification (*note that MCSE certification must be current or no older than one previous certification version or if older version, the successful applicant must obtain current certification within six months – entry level qualification only – not required to maintain ongoing MCSE certification*)

Similar certifications may be considered for equivalency purposes.

- Valid BC Class 5 driver's License.

This is a unionized position which offers \$36.77/hour and 40 hours per week, along with an attractive benefit package which includes extended health, dental, MSP and a pension plan (MPP).

To apply, please click on the following link and create a user account/profile.

<https://ejp.sd43.bc.ca/postings/Account/Login>

Once you have completed your profile you will have access to the job postings. A criminal background check will be required.

Applications will be reviewed as they are received.

We appreciate your interest but regret that only those candidates selected for an interview will be contacted.

As one of Canada's best employers (Forbes, 2023), SD43 (Coquitlam) values diversity in the workplace and strives to honor each person's unique lived experiences. We welcome and encourage applications from candidates with varied backgrounds, cultures, races, abilities and intersectionality.