www.lincolncharterpa.com   Charter School

School Counselor
2020-2021 School Year

Job Description Requirements:

1. Resume, Letter of Interest, Application
2. ACT 34 Clearances, ACT 151 Clearances, and FBI Clearance
3. Must have the ability to effectively solve problems in a professional manner
4. Ability to interact with students, staff and parents in a manner that demonstrates respect and dignity
5. School Counselor K-12 Certification

The Human Resources Office must receive a written statement of interest in the position by 4:00 p.m. on October 2, 2020.

Non-Discriminatory Policy

Lincoln Charter School does not discriminate on the basis of race, color, religious creed, ancestry, age, familial status, sex, national origin, sexual orientation, or disability. The policy or equal opportunity and treatment applies to every aspect of Lincoln Charter School operations and activities, including admissions and employment practices.

This policy shall be made known to all persons and organizations associated with Lincoln Charter School, to all Educational Placement Services, the Pennsylvania Bureau of Employment Security and all recruiting sources.

Lincoln Charter School is an "Equal Opportunity Employer."

LINCOLN

www.lincolncharterpa.com Charter School

LINCOLN CHARTER SCHOOL K-5, PENNSYLVANIA
Office of Human Resources
hr@lincolncharterpa.com
717.699.1573

Technology Support
2020-2021 School Year

Job Description/ Requirements:

Instructional Technology Specialist K-12
Business/Computer/Information Technology K-12

Job Responsibilities:

Assist in Implementing Technology Initiatives

Assist in the implementation of Lincoln Charter's technology vision within the area/community.

Assist in the migration and/or upgrades of new systems as needed.

Follow Lincoln Charter Technology policies and procedures in terms of network, hardware and software configurations and use.

Follow the school's Service Level Agreement (SLA) to ensure that users receive quality service and technical support on a consistent basis.

Monitor the compliance to the SLA.

Improve efficiencies and effectiveness through analysis and reporting of service tickets to Technology Director.

Participate in technology team meetings, conference calls and discussion groups as necessary