

Swan Valley School Division

invites applications for an

Information Technician

(Click on the link above for a full Job Description)

Posting #:	DO010	Location:	Division Office
Permanent/Term:	Permanent	Start Date:	Monday, September 8, 2025
Hours:	8.0 hours per day		or as mutually agreed
Posting Date:	Wed, August 6, 2025	Salary:	\$4721 starting monthly salary
Posting Close Date:	Friday, August 29, 2025		

CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Checks including the Vulnerable Sector and Child Abuse Registry Checks to the Division's satisfaction.

QUALIFICATIONS

Essential:

- Completion of a post-secondary education, preferably in a related field.
- Requires highly specialized training in specific software and hardware.
- Experience in diagnosing, maintaining, troubleshooting, repairing, installing, configuring, and administering network physical components, computer workstations, school servers, and related hardware.
- Proficiency in monitoring the fiber optic cable network connecting all schools.
- Ability to assess and install computer hardware, operating system software, and software applications.
- Ensuring software is up to date with patches and security updates.
- A demonstrated ability to address urgent technical issues affecting essential systems.
- Experience providing problem-solving assistance to network users, including all SVSD staff.
- Ability to support online learning tools and resources.
- Ability to document support requests and solutions in a ticketing system.
- Experience keeping inventory records up to date for all technology-related items and devices.

Desired:

- Works effectively with colleagues, Division staff, and external parties to achieve shared goals.
- Communicates clearly, concisely, and professionally, both verbally and in writing, with diverse groups.
- Adapts to changing assignments, priorities, and environmental conditions with ease.
- Self-motivated and able to complete tasks and address issues independently without constant supervision.
- Capable of solving routine problems and managing interactions that can be complex, potentially requiring interpretation, persuasion, or negotiation to handle problematic situations.
- Responsible for developing and managing highly confidential information.
- Engages in daily communication both within and outside the Division.



Applications must quote the competition number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to hr@svsd.ca.

The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).