



**FANNIE LOU HAMER FREEDOM HIGH SCHOOL (12X682)  
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L3**

**Position Summary:** The School Computer Technology Specialist (SCTS) will set up and maintain all computer hardware, install new software and troubleshoot all computer, network and peripheral related issues. The school has 35 computer carts (30 computers each). In addition, the SCTS will work with administrative staff, faculty, support personnel and students to maintain and safeguard hardware. The individual will also work with school-based informational systems such as Scheduler and Hapara, and numerous software applications. Fannie Lou Hamer Freedom High School is one of only 6 NYC schools that have been designated an Apple Distinguished Program because of our innovative technology practices it is imperative that we have a School Computer Technology Specialist that will work with school instructional staff to support the growth and development of computer and technology skills for both staff and students. Performs related work.

**Reports to:** Principal

**Direct Reports:** School Aide

**Key Relationships:** Office staff, attendance data support personnel, Principal, Assistant Principal, Business Manager, Parent Coordinator, Program Chair, Data Specialist and parents/guardians. Works closely with school administrator's needs. Interfaces with technical support staff locate at DIIT on an as needed basis.

## **RESPONSIBILITIES**

- Provides technical expertise to maintain electronic devices currently in the school, including computers, servers, printers, SMART Boards, scanners and all other electronic peripheral devices.
- Installs new software, sets-up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Resolves issues that teachers and students have with all computer hardware and printer or software applications.
- Tracks and keeps ongoing, accurate inventory of technology.
- Resolves issues with all other electronic devices in the school.
- Maintains, organizes and troubleshoots the instructional server, including maintaining hardware and performs system and diagnostic checks.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware and removing/detecting viruses.
- Initiates tickets to central help desk for hardware problems and assists support personnel with resolution of problems at the school level.
- Responsible for all aspects of the design and installation of new computer labs.
- Performs and conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in the school computers.
- Replaces faulty equipment and/or component parts, such as adaptor cards and system/circuit boards
- Responsible for the maintenance of the CAASS system.
- Knowledge of and uses state of the art instruments and equipment
- Prepares requisitions for spare parts; maintains inventory and repair records.
- Monitors and secures all photographic images of school community providing professional from non-official websites.
- Facilitates the implementation of technology related grants and programs
- Performs student programming in Skedula, STARS and ATS
- Supervises subordinate employees assigned to support technology structures.
- Collaborates with pedagogues in designing elective to develop student capacity as coders for digital applications and content.

## QUALIFICATIONS

### Minimum Requirements

1. A four-year high school diploma or its educational equivalent approved by a State's department of education or a recognized accrediting organization and one year of satisfactory full-time experience in computer maintenance or repair, mainframe and/or mini computer operations, software or technical support; and
2. Education and/or experience equivalent to "1" above. However, all candidates must have a four-year high school diploma or its educational equivalent. Education above the high school level may be substituted for experience described in "1" above at a rate of 30 semester credits from an accredited college, including or supplemented by 6 semester credits in mainframe and/or mini computer operations or a computer related field of study, for six months of experience. Graduation from an approved technical school with a specialization in mainframe or mini computer operations or a certified technical training program in computer maintenance and repair may be substituted for up to three months of the experience described in "1" above.

### Special Note for Assignment Level 3

To be eligible for placement in Assignment Level 3 individuals must have, in addition to meeting the minimum requirements, at least three additional years of full-time experience listed in "1" above, including one year of supervisory and/or computer related consultative experience.

### Preferred

- Bachelor's Degree and/or related work experience.
- Excellent collaboration skills and interest in being part of a team.
- Flexibility and ability to manage several technical responsibilities at once.
- Strong communication skills and excellent follow-up via email/phone.
- Ability to teach users about technology and build their capacity to use it.
- Ability to research new technology

**Salary:** \$55,556+

**Application:** Applications must be submitted by **August 29, 2016** to:

Jeffrey Palladino, Principal  
Email: [JPallad@schools.nyc.gov](mailto:JPallad@schools.nyc.gov)

#### AN EQUAL OPPORTUNITY EMPLOYER

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