



**P.S. / I.S. 30 MARY WHITE OVINGTON (20K030)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: Under the guidance of the SPOC the School Computer Technology Specialist will assist with overall maintenance and coordination of all technology equipment and programs at PS/IS 30.

Reports to: Principal

Key Relationships: Principal, APs, Faculty and Staff

RESPONSIBILITIES

Responsibilities will include but not limited to the following:

- Care and maintenance of all computers, laptops, tablets, iPads, printers, smart-boards etc. in both buildings.
- Care and maintenance of online profiles of web-based programs including but not limited to iLearn, discovery Education, MYon, Think central, Google classroom etc.
- Care and maintenance of Smart boards and cameras.
- Communication with DIIT office for repairs and upkeep of equipment.
- Attendance of trainings on new technology opportunities to support technology programs.
- Record keeping of all technology inventory in a database.

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.

Preferred

- Prior experience in a NYC DOE school system as a technology intern.

Salary: \$37,049+

Application: Please send cover letter and resume, no later than **August 10, 2016**, to:
Carol Heeraman, Principal, PS/IS 30 – Mary White Ovington
7002 4TH Avenue Brooklyn, NY 11209
Email: cheeraman@schools.nyc.gov

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