



**RICHMOND HILL HIGH SCHOOL (27Q475)  
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

**Position Summary:** The School Computer Technology Specialist will work with school instructional staff to support the growth and development of computer and technology skills for both staff and students. In addition, this professional will work closely with classroom teachers to provide instruction for the MOS certification classes. The professional will also be responsible for the maintenance and scheduling of the newly created School Media Center where students and teachers can develop computer science skills in alignment with the Computer Science for All initiative. Performs related work.

**Reports to:** School Principal

**Key Relationships:** Works closely with instructional staff, students and school administrators to build capacity of computer science skills and

**RESPONSIBILITIES**

- Works closely with staff and school community providing professional development in technology-related areas.
- Supports instructional staff in the MOS certification classes
- Supports instructional staff in the integration of computer science skills in the content area.
- Staffs and maintains School Media Center for use by students and staff.
- Works closely with administrators to support instructional staff in the use of technology in the classroom.

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

**Salary:** \$37,049+

**Application:** Cover letter and resume must be submitted by **January 22, 2016**, to:

Assistant Principal: Christine Jordan  
Email: CJordan6@schools.nyc.gov

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