Department of Education

J.H.S. 157 STEPHEN A. HALSEY (28Q157)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support to the school and staff. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school staff, students and their families, vendors, and partnering organizations as needed. Performs related work.

Reports to: Principal

Key Relationships: Works closely with school administrators and instructional staff to ensure that computer operations and technical services align with instructional needs. Interfaces with technical support staff located 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.

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

- Advanced coursework in computer systems, networking and applications across MAC and PC platforms.
- Experience working in a school environment with computer networks such as STARS, ATS and related computer applications.
- Experience with maintaining and troubleshooting networks.

Salary: $37,049+

Application: Cover letter and resume must be submitted by: **August 25, 2016** to:

Vincent Suraci
Email: VSuraci@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at http://schools.nyc.gov/OEO. Please Post