

Position Summary: The School Computer Technology Specialist will provide hardware, software, web-design and network support services to the school and students. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school officials, school staff, collaborative partners, and other vendors as needed. Performs related work as directed.

Reports to: School Principal

Key Relationships: Works closely with school administrators, instructional staff, and students to ensure that computer operations, web applications and technical services align with instructional needs. The School Computer Technology Specialist will interface with technical support staff located at DIIT on an as needed basis.

RESPONSIBILITIES

- Maintains, organizes, and troubleshoots all school systems, technology and peripherals in administrative offices, classrooms, computer lab, laptop carts, and staff work areas. Technology includes but not limited to: servers, computers (Macs & PCs), smartboards, LCD projectors, iPads, desktop printers, copiers, phones, Scantron machines, postage machine, public address system, CAASS, SchoolBooks and Tracks systems, scanners, etc.
- Prioritizes and resolves issues or problems that staff and students have with computer hardware, printers or software applications.
- Liaises with DOE DIIT and vendors in support of associated software and hardware technology.
- Responsible for managing the school Public Address system (PA) and programming the bell schedules.
- Assists with any in-house IPDVS security surveillance issues.
- Performs and conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in school computers on-site.
- Manages and coordinates activities associated with the barcoding and scanning (in/out) of school assets including annual textbook and calculator distribution to students.
- Determines causes of computer malfunctions by observation in classrooms, including labs, and by use of diagnostic tools.
- Knowledgeable of and uses state-of-the-art test instruments and equipment.
- Installs instructional and office support computer software.
- Troubleshoots software issues as necessary.
- Prepares requisitions for spare parts; maintains inventory and repair records.
- Orders and receives all technology related software and hardware.
- Maintains inventory and security of all computers and technology based materials. Coordinates the disposal of obsolete equipment.
- Works with administration to maintain on-going assessment of school and student needs.
- Implements and manages a server across the entire school system.
- Conducts routine professional development for teachers, students & administration that could include any and all technology related activities.
- Configures Outlook for administrative offices.
- Updates hardware to support school initiatives.
- Maintains extensive technology infrastructure and provides direct support to students with computer access and laptop issues.
- Supports Audio/Visual set-ups for school events in the school performance spaces, library, and cafeteria.
- Responsible for the management and distribution of keys to the computer lab.
- Participates in school activities in support of school as needed.

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.

Plus

- Thorough understanding of networks, server and hardware maintenance, software update procedures, imaging, and security features.
- Strong communication skills to convey best practices to all stakeholders.

Preferred

- Experience with managing a multi-user database.
- Experience in providing professional development to school-based staff.
- Experience with Google Apps, Skedula, FAMIS
- Experience with Smartboard technology
- Experience troubleshooting both Macs and PCs.

Salary: \$40,132+

Application: Cover letter and resume must be submitted by **February 26, 2016**, to:

Principal: Dr. Lisa Mars

Email: lmars@schools.nyc.gov

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