



**COLLEGIATE INSTITUTE OF MATH & SCIENCE (11X288)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L2**

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: 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, School Books 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.
- 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.
- Installs instructional and office support computer software.
- Prepares requisitions for spare parts; maintains inventory and repair records.
- 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.
- Conducts routine professional development for teachers, students & administration that could include any and all technology related activities.

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.

Salary: \$41,336+

Application: Cover letter and resume must be submitted by **October 27, 2016**, to:

Principal Fredrick Nelson

Email: FNelson2@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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