



## **BUSHWICK LEADERS' HIGH SCHOOL FOR ACADEMIC EXCELLENCE (32K556) SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

**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.

**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. Some of the major collaborations include: updating hardware to support school initiatives, developing web-pages to support blended instruction; providing staff with technical support and guidance in creating web based content introducing gaming platforms that support instruction, maintaining extensive technology infrastructure and providing direct support to students with computer access and laptop issues. The School Computer Technology Specialist will interface with technical support staff located at the Division of Instructional and Information Technology on an as needed basis.

### **RESPONSIBILITIES**

- Maintains, organizes, and troubleshoots all computers (Macs & PCs), including administrative offices, classrooms, computer lab, laptop carts, and Teacher Center.
- Performs and conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in school computers on-site.
- 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.
- Prepares requisitions for spare parts; maintains inventory and repair records.
- Submits a weekly schedule that projects the services provided within the week.
- Schedules computer lab supervision, and daily use so that the computer lab is always open.
- Monitors room capacity and student activity within the computer lab.
- Maintains inventory and security of all computers and technology based materials.
- Implements and manages a server across the entire school system.
- Customizes hardware to handle special use-cases.
- Files management software.
- Customizes websites for teachers/students.

### **Qualification Requirements:**

#### **Minimum**

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:** \$37,049+

**Application:** Please submit cover letter and resume, no later than **August 25, 2016**, to:

Principal Catherine Reilly  
Bushwick Leaders' High School for Academic Excellence  
797 Bushwick Avenue Brooklyn, NY 11221

Email: [creilly@schools.nyc.gov](mailto:creilly@schools.nyc.gov)

**NOTE: The filling of all positions is subject to budget availability.**

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