

**BUSHWICK LEADERS HIGH SCHOOL FOR ACADEMIC EXCELLENCE (32K556)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L2**

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services to the school. This individual will also work with school-based information systems, our student management system, our school website, numerous software applications and perform other relevant duties as identified that support the mission and vision of the Bushwick Leaders' High School for Academic Excellence. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school officials, staff and vendors as needed. Performs related work.

Reports to: School Principal

Key Relationships: Works closely and collaboratively 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

- Maintains, analyzes, troubleshoots, and repairs computer operating systems, computer networks, hardware, and computer peripherals.
- Performs routine systems administrative procedures, such as routine preventive maintenance, adding new user accounts, adding new computers, security authorizations.
- Installs and supports hardware and software for desktop and laptop computers, such as modem and printer installation, and maintenance functions.
- Operates and troubleshoots print spooler software, electronic archiving system, fax modem software and video conferencing systems.
- Troubleshoots corrupted software by checking the windows event log, reinstalling application, or checking for patches.
- Prepares backups for PC information prevention loss.
- Provides technical support for any in school conferences.
- Manages technology and electronics inventory.
- 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.

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

- Associates Degree in Engineering Technology field or related.
- Interested in using the [Problem Based Learning](#) and STEAM (www.steamedu.com) frameworks for curriculum design and development and [Common Instructional Framework](#) for implementation.
- Experienced and interested in STEM (Science, Technology, Engineering, Mathematics) education and learning state of the art new technologies .
- Experience working with families and parents on education and/or community issues.

- Familiarity with the New York City public school system.
- Ability to work in a team environment and capable of working independently.
- Strong problem resolution and time management skills.
- Good interpersonal and customer service skills.
- Ability to lift and carry printers, scanners and PCs.
- On call 24/7 with any technical related issues.

Salary: \$40,132+

Application: Applications must be submitted by **March 30, 2016** to:

Catherine Reilly

Email: creilly@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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