



**I. S. 259 WILLIAM MCKINLEY (20K259)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: The School Computer Technology Specialist will set up and maintain all computer hardware, install new software, and troubleshoot all computer, network and peripheral related issues. This individual will perform other relevant duties as identified by the Principal.

Reports to: Principal

Key Relationships: Principal, assistant principals, DIIT representatives and technology Other Teaching Positions Staff (OTPS).

RESPONSIBILITIES

- Provides technical expertise to maintain electronic devices currently in the school, including computers, server, printers, interactive white boards, and all other electronic peripheral devices.
- Installs new software, sets-up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Resolves issues with all other electronic devices in the school.
- Prioritizes and resolves issues or problems that staff and students have with computer hardware, printers, or software applications as ticketed on the school wiki.
- Organizes and maintains the school library of apps for iPads and iPod touch.
- Maintains, organizes and troubleshoots the instructional server, including maintaining hardware and performing system and diagnostic checks.
- Configures Outlook and DOE Blackberry hardware and adds accounts for administrative and instructional clients as needed.
- Maintains staff and student user accounts. Monitors systems to ensure internet connectivity and system optimization.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware, and removing/detecting viruses.
- Receives all technology related equipment and maintains school inventory of all related supplies.
- Trains and assists Other Teaching Positions Staff (OTPS) in all aspects of operating all available software, hardware and electronic devices.

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 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 describe in "1" above.

Preferred

- Advanced coursework in computer systems, networking, and applications across Macintosh and PC platforms.
- Experience with maintaining and troubleshooting networks.
- Ability to provide professional development to school-based staff on using technology in the classroom
- Proficiency with Apple, online courses, and Interactive White Boards.

Salary: \$37,049+

Application: Cover letter and resume must be submitted by **June 29, 2016** to:

Janice Geary
7301 Fort Hamilton Parkway
Brooklyn, New York 11228

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