

**SCHOOL FOR LEGAL STUDIES (14K477)
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. 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.
- Updates hardware to support school initiatives, developing web-pages to support blended instruction.
- Provides staff with technical support and guidance in creating web based content.
- Introduces gaming platforms that support instruction.
- Maintains extensive technology infrastructure and provides direct support to students with computer access and laptop issues.

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 29, 2016**, to:

Rosemary Vega, Principal
School for Legal Studies
850 Grand Street, Brooklyn NY 11211
Email: RVega4@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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