



**VICTORY COLLEGIATE HIGH SCHOOL (18K576)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: The School Computer Technology Specialist will perform maintenance of hardware, software, infrastructure, web-design, technical consulting and network support services for all school staff. In addition, the SCTS will make recommendations to the administration regarding purchases of software and hardware that will improve use of technology in classroom instruction. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school officials, school staff, vendors and organizations as needed. Performs related work.

Reports to: Assistant Principal

Key Relationships: Works closely with instructional staff to ensure that computer operations and technical services align with instructional needs.

RESPONSIBILITIES:

- Meet with assistant principal and network administrator to discuss computer deliveries, installations, and any open tickets.
- Meet with assistant principal and network administrator to determine school's pressing technology needs.
- Responsible for the imaging of new computers and laptops.
- Assist with any in-house security camera issues.
- Perform CAASS system updates, upgrades and maintenance.
- Train staff members to use hardware and software, including Promethean Boards and Smartboards.
- Troubleshoot and provide other technical support for a variety of workstations and peripheral devices.
- Update the school's inventory as necessary by adding, moving and deleting items. Remove old or out-of-date hardware.

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:

- Knowledge of database systems, preferably FileMaker Pro.

Salary: \$37,049+

Application: Applications must be submitted by **September 9, 2016** to:

Claubentz Dieujuste, Principal
Email: cdieujuste@schools.nyc.gov

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