



**P.S. 139 (22K139)**  
**SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

**Position Summary:** This position will require the maintenance and care of all technology in the building, including laptops, laptop carts, desktops, tablets, audio/visual equipment, and recording equipment. The specialist will meet the inventory repair and maintenance needs of all the items and monitor the upkeep of all technology equipment to ensure their longevity.

**Reports to:** Principal

**Key Relationships:** Work closely with administrators, teachers, parent coordinator, parent association, community based organizations and other staff

**RESPONSIBILITIES**

- Set up and maintenance of all technology, including laptops, laptop carts, desktops, tablets, audio/visual equipment, recording equipment.
- Troubleshoot, upgrade, and repair computers and technology equipment.
- Catalog and maintain record/inventory of technology within the building.
- Order technology equipment and necessary software.
- Engage staff in the implementation and integration of technology to enhance student learning.
- Record audio/visual of school performances.
- Provide professional development training to staff in effective use of technology in the classroom.
- Prepare technology equipment for presentations.
- Manage and maintain school website and school email.

**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.

**Salary:** \$38,160+

**Application:** Cover letter and resume must be submitted by **September 22, 2016** to:

Principal, Mary McDonald  
Email: [mmcdona10@schools.nyc.gov](mailto:mmcdona10@schools.nyc.gov)

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