ERASMUS HALL CAMPUS
YOUTH AND COMMUNITY DEVELOPMENT HS (17K537)
HS FOR SERVICE AND LEARNING (17K539)
ACADEMY FOR COLLEGE PREPARATION (17K382)

SCHOOL COMPUTER TECHNOLOGY SPECIALIST L2

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services to the school and staff at: YCD HS (17K537), ACPCE (17K382) and HSSL (17K539). All three schools are located at the Erasmus Campus. The three schools combined have approximately 1200 students and 90 staff members. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school staff, students and their families, vendors, and partnering organizations as needed. Performs related work.

Reports to: School Principal

Key Relationships: Works closely 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, organizes, and troubleshoots all computers, and other technology, including administrative offices, classrooms, computer labs, laptop carts, and Teacher Center.
- Creates, maintains, organizes, and troubleshoots the school's official website.
- 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.
- Resolves issues with all electronic devices in the school building.
- Repairs electro-mechanical components, such as printer circuit boards, switches, speed of disk drives, etc.
- Knowledgeable of and uses state-of-the-art test instruments and equipment.
- Installs instructional and office support computer software.
- Assists administration, staff and faculty in development and use of educational 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 for two labs and daily use so that the computer workspace is always open.
- Monitors room capacity and student activity within the computer workspace.
- Maintains the computer workspace, ensuring that it is free and clear of non-computer based hardware.
- Maintains inventory and security of all computers and technology-based materials.
- Monitors and secures all photographic images of the school community from non-official websites.
- Monitors approximately 30 Chromebook carts.
- Responsible for printing photos and all necessary school materials assigned by the administration.
- Works in close collaboration with staff and school community providing professional development and support.
- Facilitates the implementation of technology-related grants and programs.

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

- Advanced coursework in computer systems, networking, and applications across MAC and PC platforms.
- Experience working in a school environment with computer networks such as STARS, ATS, CAP and related computer applications.
- Experience with maintaining and troubleshooting networks.

Salary: $40,132+

Application: Please send (e-mail only) cover letter and resume, no later than **August 31, 2016,** to:

Ms. Fran Schenk
Email: fschenk@schools.nyc.gov | Tel: 718-564-2470 ext 39521

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

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