



**ACADEMY OF FINANCE & ENTERPRISE HIGH SCHOOL (24Q264)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services to the school and staff. 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 the Division of Instructional and Information Technology on an as needed basis.

RESPONSIBILITIES

- Maintains, organizes, and troubleshoots all computers, and other technology located in administrative offices, classrooms, computer lab, laptop carts, and the Teacher Center.
- Assists in maintaining the school's official website.
- 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.
- Initiates service calls to DIIT for any repairs of computers and equipment.
- 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.
- Provides workshops to staff and parents about EnGrade Pro and software.
- Submits a weekly schedule that projects the services provided within the week.
- Maintains inventory and security of all computers and technology based materials.
- Prints photos and all necessary school materials assigned by the administration.
- Manages and maintains inventory of computer supplies received.
- Assists with the technical components of school presentations and activities including audio/visual technology.
- Develops internal procedures for staff and users to ensure their safety and also to ensure accountability of the equipment.
- Facilitates a computer-based club to enhance experience-based learning.

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.

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: \$ 38,160+

Application: Please email cover letter and resume, no later than **October 26, 2016**, to:

Victoria Armano – Principal
Email: varmano@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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