



BAYSIDE HIGH SCHOOL (26Q495)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L3

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services, as well as oversee technology and support staff in the use of instructional technology including, but not limited to, Smart Technologies, Google Classroom, Skedula, and Career & Technical Education multimedia equipment and computer programming software. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with all school constituents and vendors as needed. Performs related work.

Reports to: Principal

Direct Reports: School Aides assigned to support technology structures and potential student co-op employees.

Key Relationships: Works closely with school administrators, 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

- Provides technical expertise to maintain electronic devices currently in the school, including computers, server, printers, interactive white boards, and all other electronic peripheral devices.
- Installs new software, sets-up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Prioritizes and resolves issues or problems that staff and students have with computer hardware, printers, or software applications as ticketed on the school Mouse Squad ticketing system.
- Responsible for configuring and maintaining Hubs, Switches, and Routers.
- Maintains, organizes and troubleshoots the instructional server, including maintaining hardware and performing system and diagnostic checks.
- Responsible for implementation of internet monitoring software for computer labs and teacher monitoring.
- Responsible for network configuration using TCP/IP DHCP, WINS, and DNS on DOE Network.
- Maintains staff DOE Outlook user accounts.
- Monitors systems to ensure Internet connectivity and system optimization.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware, and removing/detecting viruses.
- Administers security policies for local groups and local users.
- Receives all technology related equipment and maintains school inventory of all related supplies.
- Trains and assists Other Teaching Positions Staff (OTPS) in all aspects of operating all available software, hardware and electronic devices.
- Maintains, organizes, and troubleshoots all computers, including administrative offices, classrooms, computer lab, and laptop carts.
- Performs and conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in the school computers.
- Resolve issues with all electronic devices in the school building, including, but not limited to all administrator, teacher and support staff desktops, laptops, SMART projectors and tablets.
- Replaces faulty equipment and/or component parts, such as adaptor cards and system/circuitboards.
- Installs instructional and office support computer software including back up software.
- Maintains inventory and security of all computers and technology based materials.
- Facilitates the implementation of technology related grants and programs.
- Responsible for configuring and maintaining Hubs, Switches, and Routers.

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.

Note: To be eligible for placement in Assignment Level 3 individuals must have, in addition to meeting the minimum requirements, at least three additional years of full-time experience listed in "1" above, including one year of supervisory and/or computer related consultative experience.

Preferred

- Advanced knowledge in computer systems, networking, and applications across all platforms.
- Experience working in a school environment with computer networks and related computer applications.
- Experience with maintaining and troubleshooting networks.
- Strong knowledge of SMART Boards and Smart Technologies.
- Experience with managing a multi-user database.
- Strong experience with implementing RESO A Funding related to instructional technology.
- Experience with maintaining and troubleshooting an instructional technology center.
- Proficiency with Daedalus, Google Apps, HTML, STARS, CASS, Skedula, VM Ware & ATS.

Salary: \$55,556+

Application: Applications must be submitted by **January 19, 2016** to:

Michael Athy, Principal
32-24 Corporal Kennedy Street
Bayside, NY 11361

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