



**ACADEMY OF INNOVATIVE TECHNOLOGY HIGH SCHOOL (19K618)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services to the school. This individual will also work with school-based information systems, our student management system, our school website, numerous software applications and perform other relevant duties as identified that support the mission and vision of BTECH. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school officials, staff and vendors as needed.

Reports to: School Principal

Key Relationships: Works closely and collaboratively 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

- Assists in school based programs that promote student engagement, parent involvement and community outreach.
- Assists in planning student CTE activities including after school tech programs; MOUSE Squad and technology tutoring.
- Provides assistance to the principal and other school staff in support of maintaining all computer labs, lap tops and SmartBoards and other state of the art technologies.
- Improves and encourages participation in school-related community development programs as aligned to the School's Career Pathways: Web Design; Game Design and A+ Computer Repair.
- Maintains, analyzes, troubleshoots, and repairs computer operating systems, computer networks, hardware and computer peripherals.
- Knowledgeable and assists with networking and computer programming C++.
- Utilizes Apple/Mac, Teleconferencing, and Virtual PC Support.
- Installs updates, and performs virus, spyware, adware and digital signature checks.
- Troubleshoots corrupted software by checking the windows event log, reinstalling applications, or checking for patches.
- Prepares backups for PC information prevention loss.
- Provides technical support for any in-school conferences.
- Manages technology and electronics inventory.
- 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.
- Follows and monitors the FERPA LAWS with the school community.
- Supports school with parental involvement events that connect with computer technology activities.

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

- Bachelor's Degree in Electrical Engineering Technology field or related.
- Interested in using the [Problem Based Learning](#) and STEAM (www.steamedu.com) frameworks for curriculum design and development and [Common Instructional Framework](#) for implementation.
- Experienced and interested in STEM (Science, Technology, Engineering, and Mathematics) education and learning state of the art new technologies.
- Experience working with families and parents on education and/or community issues.
- Familiarity with the New York City public school system.
- Strong problem resolution and time management skills.
- Good interpersonal and customer service skills.
- Ability to lift and carry printers, scanners and PCs.
- On call 24/7 with any technical related issues.
- Ability to work in a team environment and capable of working independently.

Salary: \$37,049+

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

Cynthia Fowlkes

Email: cfowlke@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER

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