

Position Summary: The School Computer Technology Specialist will perform complex technical analysis of hardware, software, infrastructure, web-design, technical consulting and network support services to all school staff. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with school officials, school staff, school families, vendors and partnering organizations as needed. Performs related work.

Reports to: School Principal and Administration

Key Relationships: Works closely with the instructional staff to ensure that computer operations, web applications 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 (Macs & PCs), including administrative offices, classrooms, computer lab, laptop carts, parents and Teacher Center.
- Re-engineers operating systems with an understanding of technical problems and solutions to improve processing and utilization.
- Maintains, organizes, and troubleshoots multiple websites and databases for students and staff. Supports students and teachers during portfolios and defenses of learning.
- Performs and conducts routine service functions in maintaining the school's server, troubleshooting, repairing or replacing component parts in school computers on-site, including password reset, scheduling, and storage.
- Determines causes of computer malfunctions by observation in classrooms, including labs, and by use of diagnostic tools; prepares requisitions for spare parts; maintains inventory and repair records.
- Organizes, distributes, transports, and tracks technology, e.g., I pads, Smart boards, Smart tables Elmo's, laptop carts.
- Installs instructional and office support computer software.
- Schedules and monitors computer lab supervision, and daily use of computer labs.
- Prepares data reports; supporting school personnel in data tracking and process analysis.
- Responsible for printing school materials and photos.
- Maintains inventory and security of all computers and technology-based materials.
- Collaborates with technical support staff and instructional staff to update hardware to support new initiatives, develop web-pages to support blended instruction, provides staff with technical support and guidance in creating web-based content; daily troubleshooting. etc.

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.

Plus

- Thorough understanding of networks, server and hardware maintenance, software update procedures, imaging, and security features.
- Mastery with Windows OS, Mac OS X Server, VMware, Flash, PHP, Java, and Web Design (HTML).
- Strong communication skills to convey best practices to all stakeholders.
- Candidate should be self-motivated and excel in both team and individual environments.
- Customer service oriented and excellent verbal and written communication skills.

Preferred

- Bachelor's degree.
- Experience with web design, database management, and publishing software managing a multi-user database.
- Knowledgeable with the ability to provide professional development to school-based staff.
- Experience working in a school environment with network computers using ATS and other computer related applications.

Salary: \$40,132+

Application: Please submit cover letter and resume, no later than **March 7, 2016**, to:

Mr. Agron Velija, Assistant Principal
290 St. Mark's Place Staten Island, New York 10301
E-mail AVelija@schools.nyc.gov

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

AN EQUAL OPPORTUNITY EMPLOYER

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