



**BARUCH COLLEGE CAMPUS HIGH SCHOOL (02M411)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

Position Summary: The School Computer Technology Specialist (SCTS) will oversee and support all school computer hardware, software and school data processing needs.

The primary objective of this position is to ensure the school's desktop and laptop computers, network infrastructure, printers, internet connection, website and audio visual equipment are properly functioning on a daily basis.

The SCTS will provide technical support to school staff and solve technical issues that interfere with the daily delivery of education to students. S/he will also collect, analyze, and report various school data including school and student scheduling, enrollment information, course grades, report cards, transcripts, etc.

We are looking for a problem solver who can work effectively and maintain good communication with school officials, staff, students, families, PTA, vendors and partnering organizations as needed and who can consistently exhibit high standards of professional conduct and effectively perform all other duties as assigned and necessary for the school to achieve its educational goals and objectives. Performs related work.

Reports to: Principal

Key Relationships: oversee student tech interns, provide training on technology to staff, interact with DOE tech support team.

RESPONSIBILITIES

Data Management

- Manage all data analysis and reporting projects - collect, analyze, organize and report data (eg. Enrollment information, course grades, all historical data, assessment data).
- Utilize and maintain the STARS and Engrade systems.
- Effectively monitor the creation of new student records and accounts.
- Work directly with the school principal and staff to ensure all school data is accurate and reports are generated and received on time.
- Manage the master schedule programming in the STARS Student Information System.
- Manage the gathering, entry, and storage of student academic data for all official documents - transcripts, report cards, exams and college admissions.
- Ensure data integrity and quality by cleaning and verifying all data at the school level.
- Plan and shoot student photographs for bulk upload into the Naviance system.
- Maintain accurate, complete, and correct records as required by law, administrative regulation, pertaining to teacher and students.

Tech Support

- Administer Google Apps for Education. Create and manage user email and network accounts.
- Provide help desk support for a staff of approximately 30 users with a population of 450 students.
- Troubleshoot and resolve technical issues for Windows and Mac desktop PCs, laptops, printers, projectors, Smart Boards and AV equipment.
- Manage and maintain student computer lab and mobile laptop carts.
- Work with DOE help desk technicians and engineers to solve external network issues.
- Manage Audio Visual equipment for events, meetings and special presentations.
- Manage technology equipment asset inventory.
- Ensure that equipment is physically secure.
- Manage and maintain the school WordPress website.

- Train and make presentations to staff on the use of technology to enhance the delivery of classroom instruction and to support educational goals.
- Advise the principal on making computer and technology hardware and software purchases.
- Work with vendors and 3rd party providers of technology services.

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

- Outstanding organization, prioritization, and project management skills.
- Ability to follow through on tasks and assignments.
- Documentation and record keeping skills.
- Excellent oral and verbal communication skills.
- Attention to detail and accuracy.
- Ability to work within a team
- Ability to manipulate and analyze large sets of data.
- Experience in using Microsoft Excel
- Must have a history of timeliness and adherence to all required deadlines.

Salary: \$37,049 +

Application: Cover letter and resume must be submitted by **September 8, 2016**, to:

Alicia Perez-Katz, Principal
Baruch College Campus High School (02M411)
Email: aperez3@schools.nyc.gov

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