

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services to the school and staff. To work effectively in this capacity, 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 DIIT on an as needed basis.

RESPONSIBILITIES

- Provides technical expertise to maintain electronic devices currently in the school, including computers, server, printers, SMART Boards, and all other electronic peripheral devices.
- Installs new software, sets-up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Trains staff on how to use the technology, e.g., SMART Boards, on-line learning tools and video conferencing.
- Resolves issues with all other electronic devices in the school.
- Resolves issues or problems that staff and students have with computer hardware, printers, or software applications.
- Troubleshoots issues with DOE applications including but not limited to ATS, STARS, SESIS, Skedula, etc.
- Programs CAASS Messenger system and runs daily attendance in ATS.
- Responsible for all aspects of the design and installation of new computer labs.
- Trains and assists teachers, staff, and parents in all aspects of operating the student management system, Skedula.
- Maintains, organizes and troubleshoots the instructional server, including maintaining hardware and performing system and diagnostic checks.
- Configures Outlook and DOE BlackBerry hardware.
- Maintains staff and student user accounts. Monitors systems to ensure Internet connectivity and system optimization.
- Adds new Outlook accounts for administrative and instructional clients as needed.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware, and removing/detecting viruses.
- Receives all technology related equipment and maintains school inventory of all related supplies.
- Trains and assists teachers, staff and students in all aspects of operating all available software, hardware and electronic devices.

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

- 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: \$37,049+

Application: Please send (e-mail only) cover letter and resume, no later than **August 8, 2016** to:

Joshua Solomon, Principal
Business of Sports School
439 W 49 St New York, NY 10019
Email: jsolomo9@schools.nyc.gov

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

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