Department of Education

P.S. 345 PATROLMAN ROBERT BOLDEN SCHOOL (19K345)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1

Position Summary: The School Computer Technology Specialist will set up and maintain all computer hardware, install new software and troubleshoot all computer, network and peripheral related issues. In addition, will work with administrative staff, faculty, support personnel and students to maintain and safeguard hardware. The individual will also work with school-based informational systems and numerous software applications. Performs related work.

Reports to: Principal

Key Relationships: Office staff, attendance data support personnel, Principal, Assistant Principal, Business Manager, Parent Coordinator, Program Chair, Data Specialist and parents/guardians.

RESPONSIBILITIES

- Provides technical expertise to maintain electronic devices currently in the school, including computers, servers, printers, SMART Boards, scanners and all other electronic peripheral devices.
- Installs new software, sets-up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Resolves issues that teachers and students have with all computer hardware and printer or software applications.
- Tracks and keeps ongoing, accurate inventory of technology.
- Resolves issues with all other electronic devices in the school.
- Maintains, organizes and troubleshoots the instructional server, including maintaining hardware and performs system and diagnostic checks.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware and removing/detecting viruses.
- Initiates tickets to central help desk for hardware problems and assists support personnel with resolution of problems at the school level.
- Responsible for all aspects of the design and installation of new computer labs.

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 (postsecondary) 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 and related computer applications.
- Experience with maintaining and troubleshooting networks.

Salary: $37,049 +

Application: Cover letter and resume must be submitted by **April 5, 2016,** to:

Wanda Holt,
Email: wholt@schools.nyc.gov

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