Department of Education

HIGH SCHOOL OF ARTS AND TECHNOLOGY (03M494)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1

Position Summary: The School Computer Technology Specialist installs new software and troubleshoots issues with MAC and PC computers and servers, all printers, and scanners. In addition, this professional will work with administrative staff, faculty and students to maintain and safeguard hardware. This individual will also work with school-based information systems and numerous software applications. Performs related work.

Reports to: Principal

RESPONSIBILITIES

- Maintains, organizes, install and troubleshoots all computers, and other technology, including administrative offices, classrooms, computer labs and laptop carts, school's official website, and Google Apps domain.
- Trains staff on how to use instructional technology and on how to access our instructional information systems.
- 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.
- Installs instructional and office support computer software.
- Prepares requisitions for spare parts; maintains inventory and repair records of all computers and technology equipment.
- Initiates tickets to the central help desk for hardware problems and assists support personnel with resolution of problems at the school level.
- Facilitates the implementation of technology related grants and programs.

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

- Applicant should be familiar with hardware and software used, such as Adobe Photoshop, Adobe ImageReady, and Smartboard Technology

Salary: $37,049+

Application: Applications must be submitted a cover letter and resume by **August 15, 2016** to:

Anne Geiger, Principal, H. S. of Arts and Technology
122 Amsterdam Avenue New York, NY 10023
Email: ageiger@schools.nyc.gov; | Tel: 212-501-1292

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

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