



HIGH SCHOOL OF ECONOMICS & FINANCE (02M489) SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1

Position Summary: The School Computer Technology Specialist will provide hardware, software and network support services, as well as oversee technology and support staff in the use of instructional technology including, but not limited to, Smart Technologies, Google Classroom, Jupitergrades and computer programming software. The School Computer Technology Specialist must be able to follow the directives of the AP Administration and Principal regarding the school's procedure and adhere to the prescribed priority list. S/he must possess the ability to troubleshoot technology issues regarding hardware and software. They must have extensive knowledge of computers, projectors, smart boards and the software that runs them. To work effectively in this capacity, s/he must maintain good communication with all school constituents and vendors as needed and perform related tasks. High School of Economics & Finance has over 500 pieces of electronics (computers, tablets, laptops, projectors, smartboards, scantron machines, printers, etc) and is looking for someone who can minimize equipment loss and maximize the years of usage.

Reports to: Assistant Principal of Organization

Key Relationships: Works closely with school administrators, 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

The School Computer Technology Specialist responsibilities will include but not be limited to the following:

- Provide technical expertise to maintain electronic devices currently in the school including computers, servers, printers, interactive white boards and all other peripheral technology devices.
- Install new software, set up networks, maintain new hardware and replace faulty equipment.
- Prioritize and resolve issues or problems that staff and students have with computer hardware and perform system and diagnostic checks.
- Responsible for maintaining and configuring hubs, switches and routers.
- Maintain, organize and troubleshoot the instructional server, including maintaining hardware and performing system and diagnostic checks.
- Responsible for implementation of internet monitoring software for the computer labs.
- Responsible for network configuration and maintenance.
- Monitor system to ensure security of DOE Outlook user and school Gmail accounts.
- Perform hardware maintenance tasks, such as reimaging hard drives, repairing hardware and removing/detecting viruses.
- Administer security policies for local groups and local users.
- Receive all technology related equipment and maintain school inventory of all related supplies.
- Train and assist all faculty & staff in all aspects of operating all available software, hardware.
- Maintain, organize, and troubleshoot all computers, including administrative offices, classrooms, computer labs and laptop carts.
- Resolve issues with electronic devices in the school building, including, but not limited to all administrator, teacher and support staff desktops, laptops, SMART projectors and tablets.
- Replace faulty equipment and/or computer parts, such as adaptor cards and system/circuit boards.
- Install instructional office support computer software and backup software.
- Maintain inventory and security of all computers and technology based materials.
- Facilitate the implementation of technology related grants and programs.
- Responsible for configuring and maintaining hubs, switches and routers.
- Ability to be on call to respond to any technology need in the building when directed by administrator.
- Follow all established protocols and routines as set by the schools administration.

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 knowledge in computer systems, networking and applications across platforms.
- Experience working in a school environment with computer networks and related computer applications.
- Experience with maintaining and troubleshooting networks.
- Strong knowledge of Smartboards and Smart Technologies.
- Experience with maintaining a multi-user database.
- Experience with maintaining and troubleshooting an instructional technology center.

Salary: \$37,049+

Application: Cover letter and resume must be submitted by **August 24, 2016**, to:

Matthew Willie, Assistant Principal of Organization, High School of Economics & Finance
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