



**ARCHIMEDES ACADEMY FOR MATH, SCIENCE AND TECHNOLOGY APPLICATIONS  
(08X367)  
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L3**

**Position Summary:** The School Computer Technology Specialist will work with school instructional staff to support the growth and development of computer and technology skills for both staff and students. The position will help support teachers with the tools to teach 21<sup>st</sup> century learners. The professional will also be responsible for the maintenance of computer carts and all of the school technology so that students and teachers can develop computer science skills in alignment with the Computer Science for All initiative. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with all school constituents and vendors as needed. Performs related work.

**Reports to:** Principal

**Direct Reports:** School Aides

**Key Relationships:** Works closely with school administrators, instructional staff and students 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**

- Maintains, organizes, and troubleshoots 900 devices which include all computers, administrative offices, classrooms, computer lab, laptop carts, interactive whiteboards and document cameras for the Middle and High School.
- Performs and conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in the school computers.
- Determines causes of computer malfunctions by analysis in classroom, including labs, and by use of diagnostic tools.
- Resolves issues with all electronic devices in the school building, including, but not limited to all administrator, teacher and support staff desktops, laptops, projectors and tablets.
- Replaces faulty equipment and/or component parts, such as adaptor cards and system/circuit boards.
- Installs instructional and office support computer software.
- Responsible for the maintenance of CAASS system.
- Knowledge of and uses state-of-the-art instruments and equipment.
- Prepares requisitions for spare parts; maintains inventory and repair records.
- Schedules computer cart supervision and daily use so that the computer equipment is always ready for use.
- Maintains the computer lab space, assuring that it is free and clear of non-computer based hardware.
- Maintains inventory and security of all computers and technology based materials.
- Monitors and secures all photographic images of school community from non-official websites.
- Works closely with staff and school community providing professional development and support for the implementation of instructional use of devices and applications.
- Performs student programming in Skedula, STARS, ATS, ILearn-APEX-Carnegie and Castle Learning.
- Facilitates the implementation of technology related grants and programs.
- Maintains school website.
- Maintains school app to ensure calendar, events, student and parent information are updated.
- Responsible for the support and maintenance of teacher and student data in Grade Cam, Moby and Mathletics.
- Maintains functionality of building internet routers, ethernet and wireless devices.
- Supervises subordinate employees assigned to support CAASS.
- Supports this central Regents Scoring Site for Regents Math Exams.

## 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.

### Special Note for Assignment Level 3

To be eligible for placement in Assignment Level 3 individuals must have, in addition to meeting the minimum requirements, at least three additional years of full-time experience listed in "1" above, including one year of supervisory and/or computer related consultative experience.

### Preferred

- Bachelor's Degree and/or related work experience.
- Excellent collaboration skills and interest in being part of a team.
- Flexibility and ability to manage several technical responsibilities at once.
- Strong communication skills and excellent follow-up via email/phone.
- Ability to teach users about technology and build their capacity to use it.
- Ability to research new technology.

**Salary:** \$55,556+

**Application:** Applications must be submitted by **May 11, 2016** to:

Miriam Lazar, Principal (MS/HS 367)  
456 White Plains Road Bronx, NY 10473  
Email: [mlazar@schools.nyc.gov](mailto:mlazar@schools.nyc.gov)

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>

Please Post