

**SUNSET PARK SCHOOL (15K169)  
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L3**

**Position Summary:** PS 169 is a large Title I elementary school with 1,600+ diverse students, over 200 staff. The school computer technology specialist will be responsible for supporting the information technology infrastructure at PS 169, including but not limited to software programming, website development, internal networks, data mining and analysis, as well as taking action to resolve software and hardware needs in the media center, the computer lab, and to support other needs that surface in the school. Website development and maintenance to support parent communications in three languages (English/Spanish/Chinese) will be a priority for this position. To work effectively in this capacity, the School Computer Technology Specialist must be able to manage multiple projects independently, supervise technology interns, and foster and maintain good relationships with all school constituents. Performs related work.

**Reports to:** Principal

**Direct Reports:** Technology interns

**Key Relationships:** The School Computer Technology Specialist will work primarily on projects identified by the principal, as a partner to the technology team and working closely with the parent support team, support staff, and instructors.

### **RESPONSIBILITIES**

- Supervise technology interns working in the school on routine and special projects.
- Uses technical expertise to identify technology needs, and research, propose, and implement solutions.
- Provides technical assistance and support to school administrators and staff in the design, construction and maintenance of the school's website, including content solicitation, organizing translation, and publication.
- Installs new software, sets up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Provides ongoing maintenance and support for computer systems located in classrooms, libraries computer labs, administrative offices and program offices.
- Maintains staff and student user accounts.
- Provides assistance to instructional and school support staff in resolving software problems, communicates with help desks and vendors, and takes or recommends appropriate corrective actions.
- Advises the principal and instructional staff on technology needs and resources. Provides assistance to instructional and school support staff in resolving problems and recommends appropriate software corrections
- Conducts technology related professional development for instructional and support staff as appropriate.

### **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 three years of satisfactory full-time experience in computer maintenance or repair, mainframe and/or mini computer operations, software or technical support; including one year of supervisory and/or computer related consultative experience.
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.

**Note:** 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**

- Experience with multilingual (particularly Spanish/Chinese) web environments.
- Experience with Google apps for Education.
- Experience with applications across Macintosh and PC platforms.

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

**Application:** Cover letter and resume must be submitted by **February 4, 2016**, to:

PS 169 Sunset Park School  
4305 Seventh Avenue Brooklyn NY 11232  
Email: [hiring@15k169.org](mailto: hiring@15k169.org)

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