P.S. 015 JACKIE ROBINSON (29Q015)
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1

Position Summary: The School Computer Technology Specialist will serve as the school's Technology Coordinator by providing hardware, software and network support services to the school and staff. To work effectively in this capacity, the School Computer Technology Specialist must maintain good communication with staff, students and their families, vendors, and partnering organizations as needed. Performs related work.

Reports to: School Principal

Key Relationships: Principal, Assistant Principal, Technology Teachers, Supervising Computer Service Technician, Division of Instructional and Information Technology Representatives and other support personnel.

Responsibilities

- Coordinates the maintenance, organization, and troubleshooting of all computers, including administrative offices, classrooms, computer labs, laptop carts and storage facilities thereof.
- Creates, implements, and ensures active accountability through inventory tracking systems.
- Installs new software, sets up networks, maintains new hardware and repairs and/or replaces faulty equipment.
- Performs daily review of online tech repair and request logs – prioritizes maintenance and repair tasks, delegates responsibilities when possible to student technology Squad Team.
- Maintains a schedule of work and log for all completed work assignments.
- Performs hardware maintenance tasks, such as re-imaging hard drives, repairing hardware and deleting viruses.
- Conducts routine service functions in maintaining, troubleshooting, repairing or replacing component parts in school computers on-site.
- Installs software, maintains and upgrades all technology.
- Provides all technology requirements for administration of Advanced Placement Examinations.
- Provides technical expertise to maintain electronic devices currently in the building, including computers, servers, printers, scanners and projectors.
- Troubleshoots issues with all electronic devices in the school building.
- Recruits, trains, assists, and coaches members of the school's Student Mouse Squad.

Qualification Requirements:

Minimum

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 satisfactory full-time experience in computer maintenance and 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 as 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 6 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

- Experience or accreditation with web design, database management, networking and IT Security.
- Experience in working in a secondary school environment with multiple computers.

- Experience with NYC DOE applications such as STARS and ATS.
- Experience/Knowledgeable with NYC DOE Famis application
- Proficiency in Apple Products: macbooks, ipads, servers, etc.
- Experience in maintaining and troubleshooting networks.
- Post-secondary course work in computer systems, networking and applications across Macintosh and PC platforms.

Salary: 37,049 +

Application: Please e-mail cover letter and resume, no later than **February 4, 2016** to:

Tamra Collins, Principal, Community Voices Middle School
145-00 Springfield Blvd Springfield Gardens, NY 11413
Email: TCollins@COVOMS356.org

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

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