



**STUYVESANT HIGH SCHOOL (02M475)  
SCHOOL COMPUTER TECHNOLOGY SPECIALIST L1**

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

**Reports to:** Principal or Designee

**Key Relationships:** Works closely with school administrators and 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.

### **RESPONSIBILITIES**

- Maintains, organizes, and troubleshoots all computers, laptops (50), and classroom desktop computers(170).
- Creates and maintains classroom and school wide network and servers.
- Maintains and updates the school website.
- Creates and maintains multimedia classrooms and portable carts which allows teachers to use the Internet to facilitate instruction.
- Performs routine service functions in maintaining, troubleshooting, repairing or replacing component parts in school computers on-site.
- Trains staff to use school technology, including Smart Boards, on-line learning tools, video conferencing, school website and Google docs.
- Replaces faulty equipment and components parts, such as adaptor cards and system/circuit boards.
- Repairs electro-mechanical components, such as printer circuit boards, switches, speed of disk drives, etc.
- Knowledgeable of and uses state-of-the-art test instruments and equipment.
- Prepares requisitions for spare parts; maintains inventory and repair records.
- Submits a weekly schedule that projects services provided within the week.
- Maintains inventory and security of all computers and other technology.
- Assists the Principal and school-based instructional staff in the evaluation of emerging technologies and installs new instructional and office support computer software.

### **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

- Experience or accreditation with web design, database management, and publishing software.
- Experience with managing a multi-user database.
- Experience in providing professional development to school-based staff on using technology in the classroom.
- Proficiency with Apple, Online Learning Courses, and Smart Boards.

**Salary:** \$37,049+

**Application:** Cover letter and resume must be submitted by **September 9, 2016** to:

Eric Contreras, Principal (I.A.)  
Stuyvesant High School (02M475)  
345 Chambers Street New York, NY 10282  
Email: [econtre@schools.nyc.gov](mailto:econtre@schools.nyc.gov)

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