



## BRONX LEADERSHIP ACADEMY II H.S. (09X527) SCHOOL COMPUTER TECHNOLOGY SPECIALIST

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

**Reports to:** Assistant Principal of Organization

**Key Relationships:** Office staff, attendance data support personnel, principal, assistant principals, faculty, program and attendance chair, data specialist, and parents/guardians.

### RESPONSIBILITIES

- Provides technical expertise to maintain electronic devices currently in the building including computers, servers, printers, scanners, and data projectors.
- Installs new software.
- Resolves issues or problems that teachers and students have with computer hardware, and printer or software applications in technology classes.
- Tracks and keeps ongoing, accurate inventory of technology.
- Networks hardware.
- Resolves issues with all other electronic devices in the school building.
- Configures Outlook and DOE Blackberry hardware.
- Runs daily attendance on the ATS system.
- Programs School Messenger system to call absentees' homes.
- Initiates tickets to the central help desk for hardware problems and assists support personnel with resolution of problems at the school level.
- Utilizes STARS (formerly HSST) program to make program changes, print transcripts, enters grade changes and programs schedules.
- Handles requests for files or documents; maintains files for all completed work assignments.

### 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 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.

#### Plus

- IT Certification in Microsoft and computer hardware (A+).
- Experience with PC computers AND MAC, servers, printers and scanners.
- Ability to develop excellent interpersonal relationships.
- Demonstrates positive and effective written and oral communication skills.
- Excellent record of attendance and punctuality.

## Preferred

- Advanced (post-secondary) course work in computer systems, networking and applications across Macintosh and PC platforms.
- Experience working in a secondary school environment with computer networks, such as STARS (HSST), ATS and related computer applications.
- Experience with maintaining and troubleshooting networks.

**Salary:** \$34,563 +

**Application:** Please send cover letter and resume, no later than **March 22, 2010**, via E-mail only, to

Elyse Doti, Principal  
Email: [edoti2@schools.nyc.gov](mailto:edoti2@schools.nyc.gov)

**NOTE: The filling of this position is subject to budget availability.**

### AN EQUAL OPPORTUNITY EMPLOYER

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