

PLEASE POST



OCTOBER 8, 2019

# EXISTING NON-INSTRUCTIONAL VACANCIES

## HUMAN RESOURCES

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

(The Nation's Largest Fully Accredited School System)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <https://www.browardschools.com/Page/32164>

**Broward County Public Schools Is An Equal Opportunity/Equal Access Employer**

DEADLINE

DATE\*

10/17/19

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DATE\*

10/17/19

PLEASE POST

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, EEO/ADA Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

**POSITION**

**WORK LOCATION**

**QUALIFICATIONS**

**EFF. DATE \*  
OF VACANCY    HARD COPY RESUME ONLY  
EMAILS WILL NOT BE CONSIDERED**

Certified Child Care Monitor  
(\$14.00 Per Hour)  
(186 Day Calendar)  
(2-6 Hours Per Day)  
Position#: 80173032  
Tracking#: NIS-44691  
Location Number: 60251000

Sunrise Middle

**EDUCATION:** A standard high school diploma or an approved General Educational Development (GED) Testing Program.  
**EXPERIENCE:** Minimum of two (2) years of documented experience and/or training working in a school age children.

**REQUIRED:** Completed BASCC Comprehensive Child Care Components I and II (*a certified teacher does not need to attend Component Training*).

OR

Florida Department of Children and Families (My Florida) two 10-hour modules on Special Needs Appropriate Practices (SNP) and School Age Appropriate Practices (SAP) (*a Preschool (PSP) certification is not acceptable*).

In addition, at least ten (10) hours of approved BASCC Child Care training is required every year of employment. CPR/First Aid certification required for position and maintained. . Computer skills as required for the position. Bilingual skills preferred

Child Care Monitor I  
(\$10.00 Per Hour)  
(186 Day Calendar)  
(2-6 Hours Per Day)  
Position#: 80112348  
Tracking#: NIS-44674  
Location Number: 60851000

Floranada Elementary

**EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.

**EXPERIENCE:** Any volunteer work, experience and/or training working with school age children in a group supervision setting is required.

**ADDITIONAL REQUIREMENTS:** Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older.

OR

Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (*a Preschool (PSP) certification is not acceptable*). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Michael Walker  
1750 Ne 14 Street  
Ft Lauderdale 33304

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Application, Resume & HS Diploma/GED to:  
John Vetter  
5251 Ne 14 Way  
Ft Lauderdale 33334

**\*PRIOR TO APPLYING FOR ANY CLERICAL VACANCY THAT REQUIRES THE COMPUTER KEYBOARD SKILLS TEST, THE APPLICANT MUST BE QUALIFIED FOR THE POSITION THROUGH THE DISTRICT'S SPECIFIC COMPUTER KEYBOARD SKILLS TEST BEFORE VACANCY DEADLINE.**

**NOTE:** Interviews for clerical positions may be conducted via panel interview . Interviews will be determined by the hiring supervisor upon receipt of applicants resume.

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**Applicants with academic training, high school diploma, or college degrees granted outside of the United States must submit a credential evaluation report including a statement of high school diploma/college degree equivalency.**

**For a list of acceptable foreign education credential services access [www.naces.org](http://www.naces.org).**

Selected Candidates must provide official college transcripts if required for the position.

<u>POSITIONS</u>	<u>WORK LOCATION</u>	<u>QUALIFICATIONS</u>	<u>EFF. DATE * OF VACANCY</u>	<u>HARD COPY RESUME ONLY EMAILS WILL NOT BE CONSIDERED</u>
Child Care Monitor I (\$10.00 Per Hour) (186 Day Calendar) (2-6 Hours Per Day) Position#: 80112348 Tracking#: NIS-44676 Location Number: 60851000	Floranada Elementary	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required. <u>EXPERIENCE:</u> Any volunteer work, experience and/or training working with school age children in a group supervision setting is required. <u>ADDITIONAL REQUIREMENTS:</u> Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older. OR Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.		Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: John Vetter 5251 Ne 14 Way Ft Lauderdale 33334
Child Care Monitor I (\$10.00 Per Hour) (186 Day Calendar) (2-6 Hours Per Day) Position#: 80112348 Tracking#: NIS-44677 Location Number: 60851000	Floranada Elementary	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required. <u>EXPERIENCE:</u> Any volunteer work, experience and/or training working with school age children in a group supervision setting is required. <u>ADDITIONAL REQUIREMENTS:</u> Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older. OR Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.		Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: John Vetter 5251 Ne 14 Way Ft Lauderdale 33334
Child Care Monitor I (\$10.00 Per Hour) (186 Day Calendar) (2-6 Hours Per Day) Position#: 80112348 Tracking#: NIS-44679 Location Number: 60851000	Floranada Elementary	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required. <u>EXPERIENCE:</u> Any volunteer work, experience and/or training working with school age children in a group supervision setting is required. <u>ADDITIONAL REQUIREMENTS:</u> Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older. OR Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.		Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: John Vetter 5251 Ne 14 Way Ft Lauderdale 33334

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**NON-INSTRUCTIONAL VACANCIES** (Cont.)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>**POSITIONS****WORK LOCATION****QUALIFICATIONS****EFF. DATE \*  
OF VACANCY****HARD COPY RESUME ONLY  
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Child Care Monitor I  
(\$10.00 Per Hour)  
(186 Day Calendar)  
(6 Hours Per Day)  
Position#: 80173403  
Tracking#: NIS-44685  
Location Number: 60841000

McNab Elementary

**EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.  
**EXPERIENCE:** Any volunteer work, experience and/or training working with school age children in a group supervision setting is required.  
**ADDITIONAL REQUIREMENTS:** Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older.

OR

Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Application, Resume & HS Diploma/GED to:  
Dorys Palacio  
1350 Se 9 Avenue  
Pompano Beach 33060

Child Care Monitor I  
(\$10.00 Per Hour)  
(186 Day Calendar)  
(4.5 Hours Per Day)  
Position#: 80112277  
Tracking#: NIS-44077  
Location Number: 60561000

Norcrest Elementary

**EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.  
**EXPERIENCE:** Any volunteer work, experience and/or training working with school age children in a group supervision setting is required.  
**ADDITIONAL REQUIREMENTS:** Within the 1st year must complete the BASCC Comprehensive Child Care Component I and II. In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills required as needed for the position. Must be 18 years of age or older.

OR

Within the 1st year must complete the Florida Department of Children and Families (My Florida) three modules: Special Needs Appropriate Practices (SNP-10 hours), Understanding Developmentally Appropriate Practices (UDAP-5 hours) and School-Age Appropriate Practices (SAP – 5 hours) (a Preschool (PSP) certification is not acceptable). In addition, at least 10 hours of approved BASCC Child Care training is required every year of employment. Computer skills are required as needed for the position. Must be 18 years of age or older.

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Application, Resume & HS Diploma/GED to:  
Marc Charpentier  
3951 Ne 16 Avenue  
Pompano Beach 33064

Part-Time School Age Child Care  
Supervisor  
(\$20.72 Per Hour)  
(186 Day Calendar)  
(2-6 Hours Per Day)  
Position#: 80208961  
Tracking#: NIS-44666  
Location Number: 64772000

Millennium 6-12 Collegiate  
Academy

**EDUCATION:** An earned Associate's Degree or 60 semester hours of college credit from an accredited institution.  
**EXPERIENCE:** Minimum of three (3) years of experience and/or training in working with school age children in a group supervision setting.  
**ADDITIONAL REQUIREMENTS:** At least 12 hours in Child-Care related courses preferred. Current First Aid/CPR certification. Must successfully complete within the first year of employment the Before and After School Child Care Department's Supervisor's Training and within six (6) months BASCC Comprehensive Component I and II. Must take at least 10 hours of additional BASCC approved training yearly. Demonstrated skills in written and verbal communication. Proven ability to work effectively with adult staff and parents. Bilingual skills preferred. Computer skills required as needed for the position.

OR

**EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.  
**EXPERIENCE:** Minimum of five (5) years of experience and/or training in working with school age children in a group supervision setting.  
**ADDITIONAL REQUIREMENTS:** At least 12 hours in Child-Care related courses preferred. Current First Aid/CPR certification and National or State Child Development Associate Credential (CDA) required; specialty in School Age Child Care (preferred). Must successfully complete within the first year of employment the Before and After School Child Care Department's Supervisor's Training and within six (6) months BASCC Comprehensive Component I and II. Must take at least 10 hours of additional BASCC approved training yearly. Demonstrated skills in written and verbal communication. Proven ability to work effectively with adult staff and parents. Bilingual skills preferred. Computer skills required as needed for the position.

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & Copy of Official Transcripts to:  
Francine Baugh  
5803 Nw 94 Avenue  
Tamarac 33321

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