

PLEASE POST



JANUARY 11, 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: <http://www.broward.k12.fl.us/nis/employment/veterans.html>

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

DEADLINE

DATE*

1/22/19

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1/22/19

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**

Classroom Assistant, K-12/Exceptional Student Education (ESE)
(\$11.06 per hour)
(186 Day Calendar) (Grade 11)
(7.5 hours per day)
Position#: 80169300
Tracking#: NIS-36438
Location Number: 62611000

Bair Middle

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

ADDITIONAL REQUIREMENT: The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

PREFERENCES:

EXPERIENCE: Prior experience working with children preferred.

PREFERRED: Bilingual skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

1/23/2019

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:
Keietta Givens
9100 NW 21 Manor
Sunrise 33322

***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.

To register for the computer keyboard test, visit our website: <https://www.browardschools.com/Page/32516>. Job descriptions may be viewed at: <https://www.browardschools.com/Page/36072>

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.

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

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Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$11.06 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80149351 Tracking#: NIS-34881 Location Number: 63731000	Everglades High	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> Prior experience working with children preferred.</p> <p><u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	1/23/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to: Haleh Darbar 17100 SW 48 Court Miramar 33027

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Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$11.06 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80149283 Tracking#: NIS-36442 Location Number: 62751000	J.P. Taravella High	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> Prior experience working with children preferred.</p> <p><u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to: Marietta DeArmas 10600 Riverside Drive Coral Springs 33071

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Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80207283 Tracking#: NIS-36470 Location Number: 60461000	Oakridge Elementary	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.</p> <p><u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Eduardo U. Aguilar 1507 N 28 Avenue Hollywood 33020

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Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80143669 Tracking#: NIS-36465 Location Number: 63171000	Park Springs Elementary	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.</p> <p><u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Katherine Policastro 5800 NW 66 Terrace Coral Springs 33067

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Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (hours per day) Position#: 80195228 Tracking#: NIS-36458 Location Number: 63331000	Silver Trail Middle	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p>PREFERENCES:</p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.</p> <p><u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Stephen Frazier 18300 Sheridan Street Pembroke Pines 33331

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Teacher Assistant, Pre-K/Pre-School Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80142985 Tracking#: NIS-36464 Location Number: 62531000	Horizon Elementary	<p><u>EDUCATION:</u> An earned Associates degree from an accredited institution, or at least 60 semester hours of earned college credit from an accredited institution.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p>If additional hours of continuing education are mandated by program funding source, they must be obtained within the required time frame for continuing active employment in the position.</p> <p><u>PREFERENCES:</u> <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u> 1. If assigned to a Pre-K/Pre-School Exceptional Student Education (ESE) classroom with (ESE) students, may provide assistance, as required, with activities of daily living which may include any or all of the following by: a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.</p>	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Thaddeus Smith 2101 Pine Island Road NW Sunrise 33322

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Teacher Assistant, Pre-K/Pre-School Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7 hours per day) Position#: 80184025 Tracking#: NIS-36370 Location Number: 60931000	Peters Elementary	<p><u>EDUCATION:</u> An earned Associates degree from an accredited institution, or at least 60 semester hours of earned college credit from an accredited institution.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p>If additional hours of continuing education are mandated by program funding source, they must be obtained within the required time frame for continuing active employment in the position.</p> <p><u>PREFERENCES:</u> <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u> 1. If assigned to a Pre-K/Pre-School Exceptional Student Education (ESE) classroom with (ESE) students, may provide assistance, as required, with activities of daily living which may include any or all of the following by: a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.</p>	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Joyce Krzemienski 851 NW 68 Avenue Plantation 33317

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<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>
Facilities Serviceperson (Night-Shift) (\$35 Shift Differential) (\$12.66 - \$19.86 per hour) (261 Day Calendar) (8 hours per day) Position#: 80135261 Tracking#: NIS-36448 Location Number: 63971000	West Broward High	<p><u>EDUCATION:</u> Receipt of Special Diploma.</p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> No additional experience required.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Brad Fatout 500 NW 209th Avenue Pembroke Pines, FL 33029
Facilities Serviceperson (Night-Shift) (\$35 Shift Differential) (\$12.66 - \$19.86 per hour) (261 Day Calendar) (8 hours per day) Position#: 80135262 Tracking#: NIS-36449 Location Number: 63971000	West Broward High	<p><u>EDUCATION:</u> Receipt of Special Diploma.</p> <p><u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> No additional experience required.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.</p>	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Brad Fatout 500 NW 209th Avenue Pembroke Pines, FL 33029

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NON-INSTRUCTIONAL VACANCIES (Cont.)

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<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>
Facilities Serviceperson (Part-Time) (Night-Shift) (\$.35 Shift Differential) (\$12.66 - \$19.86 per hour) (261 Day Calendar) (24 hours per week) Position#: 80003007 Tracking#: NIS-36415 Location Number: 61461000	Castle Hill Elementary	<u>EDUCATION:</u> Receipt of Special Diploma. <u>EXPERIENCE:</u> A minimum of two (2) years of successful work experience with the Broward County Public Schools in the position of facilities serviceperson aide. Must have completed the Basic Facilities Service job related training program, offered by Broward County Public Schools Human Resource Development and have received a Basic Facilities Service certification. <u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. Computer skills as required for the position.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Letitia Ingram 2640 NW 46th Avenue Lauderhill, FL 33313
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <u>ADDITIONAL REQUIREMENTS:</u> Able to perform custodial work. Ability to operate labor saving devices such as shampoo and scrubbing machines, wet and dry vacuums, plus other heavy labor saving devices in the schools. Ability to do heavy lifting, climb ladders to replace light bulbs and filters from air conditioning equipment. Must be able to follow written and oral instructions on cleaning and equipment operation. Able to work well with others. All employees must complete the Basic Facilities Service job related Training Program, offered by Broward County Public Schools, including the mandatory Asbestos and Lock-Out/Tag-Out courses within sixty (60) days of their initial date of hire, and receive a Basic Facilities Service certification within the one hundred thirty-one (131) working days probationary period of employment. Bilingual skills are preferred.		
School Site Repairperson (\$17.17 - \$26.19 per hour) (261 Day Calendar) (8 hours per day) Position#: 80123455 Tracking#: NIS-31489 Location Number: 69608000	Custodial & Grounds Services	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Three (3) years recent experience with The School Board of Broward County, Florida in repair and maintenance work. <u>SPECIAL QUALIFICATIONS:</u> General knowledge of minor maintenance and repairs to buildings, equipment, and grounds. Must know preventative maintenance and what it stands for. The ability to use power and hand tools associated with the various trades. The ability to work effectively from ladders with due regard to safety for self and others. The ability to assume responsibility and accomplish most tasks with little or no guidance or supervision. Must be able to work well with others and be able to follow both written and oral instructions. Must provide own hand tools. Must complete the Professional and Master Facilities Service job related training programs, offered by Broward County Public Schools, and receive Professional and Master Facilities Service certification prior to applying for the position. *All previous applicants are still under consideration.*	1/23/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & In-Service Report with Asbestos Awareness, Lock-Out Tag-Out, Basic FSP, Master FSP, and Professional FSP certification to: Roy Norton 3897 NW 10th Avenue Oakland Park, FL 33309
Foreman, Lawn Maintenance and/or Turf Improvement (\$28.12 - \$29.15 per hour) (261 Day Calendar) (8 hours per day) Position#: 80129331 Tracking#: NIS-35400 Location Number: 69608000	Custodial & Grounds Services	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Seven (7) years of recent experience as a Yardperson; Small Mower Operator; or Tractor Mower Operator in the Broward County School System <u>SPECIAL REQUIREMENTS:</u> Must provide own hand tools. Must pass tests appropriate to certify and demonstrate competency in the job. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing. *All previous applicants are still under consideration.*	1/23/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper (Class B) Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Roy Norton 3897 NW 10th Avenue Oakland Park, FL 33309

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<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>
Foreman, Mechanical (\$34.10 - \$35.35 per hour) (261 Day Calendar) (8 hours per day) Position#: 80129354 Tracking#: NIS-36197 Location Number: 69610300	Physical Plant Operations - Zone 3 South Area	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Seven (7) years of recent mechanical experience and one of the following: A. Satisfactory completion of The State of Florida Plumbing Apprenticeship Program (Credit is granted for time served as an apprentice) OR B. Broward County Journeyman Certificate of Competency in Plumbing OR C. Must pass tests appropriate to certify and demonstrate competency in the job. <u>Special Requirements</u> - Must provide own hand tools. Demonstrated knowledge of all phases of plumbing, including all types of metals, proper welds or fittings, standard practices, and proper use of all tools of the trade. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & Dale Spear 1295 North 21 Avenue Hollywood, FL 33020
Warehouse Truck Driver (\$21.54 - \$26.81 per hour) (261 Day Calendar) (8 hours per day) Position#: 80027487 Tracking#: NIS-35595 Location Number: 69613000	Material Logistics	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Six (6) years of recent driving experience without an arrest and conviction of a moving violation. Six (6) months of driving experience in Broward County or verification of knowledge of Broward County streets and schools. <u>SPECIAL REQUIREMENTS:</u> Must pass tests appropriate to the job. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing. Position Hours: 8:00 am - 4:30 pm	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Mary Coker 7720 W Oakland Park Boulevard - Suite 323 Sunrise, FL 33351
Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80209426 Tracking#: NIS-36444 Location Number: 63911000	New Renaissance Middle	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Janet Morales 10701 Miramar Boulevard Miramar, FL 33025
Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80188508 Tracking#: NIS-36432 Location Number: 62231000	North Lauderdale Elementary	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Nichele Williams 7500 Kimberly Boulevard North Lauderdale, FL 33068

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Security Specialist (\$27.14 - \$31.46 per hour) (196 Day Calendar) (7.5 hours per day) Position#: 80207900 Tracking#: NIS-36462 Location Number: 61701000	Lauderdale Lakes Middle	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. Post secondary college courses preferred <u>EXPERIENCE:</u> Four (4) years of professional experience as a certified police officer, or corrections officer of any jurisdiction in the United States, civilian or military, or as an investigator/case worker for a Social Service Agency of the State of Florida or for a comparable social service agency in another state, or four (4) years as a school campus monitor with successful completion of district approved security alternative training certification program. Two (2) years of the above four (4) years working with juveniles preferred.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & copies of required certifications to: James Griffin 3911 NW 30th Avenue Lauderdale Lakes, FL 33309
Micro-Computer Technical Specialist (\$35,694 - \$54,710) (217 Day Calendar) (Grade 18) (7 hours per day) Position#: 80021191 Tracking#: NIS-36435 Location Number: 61461000	Castle Hill Elementary	<u>EDUCATION:</u> An earned bachelor's degree from an accredited institution. <u>EXPERIENCE:</u> One (1) year of experience and/or training in the field related to the title of the position. OR <u>EDUCATION:</u> An earned associates degree from an accredited institution. <u>EXPERIENCE:</u> Three (3) years of progressively more responsible experience and/or training in the field related to the title of the position. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Five (5) years of progressively more responsible experience and/or training in the field related to the title of the position. <u>ADDITIONAL REQUIREMENTS:</u> Demonstrated proficiency required in demonstrating and problem-solving the most current versions of applicable spread sheet, database and word processing applications in MS-DOS, Windows, and Macintosh. Requires the ability to install software, maintain client/server relationships and manage computer networks. Well developed communication skills and familiarity with Local Area Networks (LAN). Bilingual skills preferred. Computer skills as required for the position. The hiring administrator may specify additional preferred and appropriate qualifications as may be related to the job.	1/23/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Letitia Ingram 2640 NW 46th Avenue Lauderhill, FL 33313

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Executive Secretary to the Deputy Superintendent (\$60,746 - \$86,601) (251 Day Calendar) (Grade 12) (7.5 hours per day) Position#: 80162950 Tracking#: NIS-36424 Location Number: 69702000	Chief of Staff	<p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. Vocational or business school Secretarial Science training preferred</p> <p><u>EXPERIENCE:</u> Eight (8) years of related secretarial experience</p> <p><u>SPECIAL QUALIFICATIONS:</u> Ability to establish and maintain effective working relationships with other employees and the general public; an excellent command of English grammar; ability to compose correspondence independently and to prepare reports in an articulate manner; ability to exercise independent judgment and make decisions; ability to understand and carry out complex oral and written instructions; ability to handle a variety of tasks simultaneously. Must have experience in using electronic office automation equipment. Proficiency in shorthand preferred. Bilingual skills preferred. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed - 40; Accuracy-70</p> <p>OR</p> <p><u>EDUCATION:</u> Two (2) years of education in specialized secretarial duties or related subjects, at a college level (normally an Associate's degree program)</p> <p><u>EXPERIENCE:</u> Four (4) years of related work experience</p> <p><u>SPECIAL QUALIFICATIONS:</u> Ability to establish and maintain effective working relationships with other employees and the general public; an excellent command of English grammar; ability to compose correspondence independently and to prepare reports in an articulate manner; ability to exercise independent judgment and make decisions; ability to understand and carry out complex oral and written instructions; ability to handle a variety of tasks simultaneously. Bilingual skills preferred. Computer skills as required for the position. Must have experience in using electronic office automation equipment. Proficiency in shorthand preferred. Must have passing test scores: Computer Keyboard Skills: Speed - 40; Accuracy - 70</p> <p><u>Preferred Qualifications & Responsibilities</u></p> <ul style="list-style-type: none"> * Ability to work under pressure and in a fast-paced environment * Calendar management * Extensive customer service skills * Strong communication and interpersonal skills * Must be able to share information effectively * Excellent command of verbal and written grammar, including proofreading and editing. * Travel planning * Time reporting * Must be able to work flexible hours 	1/23/2019	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #.</p> <p>Send Resume, HS Diploma/GED & Test Scores to: Jeffrey S. Moquin 600 SE 3rd Avenue, 10th Floor Fort Lauderdale, FL 33301</p>
Office Manager Confidential – Elementary and Middle Schools (\$44,301 - \$63,155) (251 Day Calendar) (Grade 8) (7 hours per day) Position#: 80120112 Tracking#: NIS-36457 Location Number: 60561000	Norcrest Elementary	<p><u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u></p> <p>A standard high school diploma or satisfactory completion of an approved General Education Development Testing Program. A minimum of three (3) years of progressively responsible experience in a clerical or administrative support position. Advanced interpersonal skills and ability to interact effectively with the public; demonstrated sensitivity to the problems and emotional distress of students, parents, and other school/department constituents. Demonstrated ability to communicate effectively and tactfully, both verbally and in writing. Demonstrated knowledge of school operations, policies and procedures. Computer skills as required of the position, including proficiency in the Microsoft office suite and keyboard functionality.</p> <p><u>PREFERRED QUALIFICATIONS & EXPERIENCE:</u></p> <p>An earned associate's degree from an accredited institution.</p> <p>Successful completion of computer keyboard skills exam: Speed – 40, Accuracy – 70. Prior work experience in a school office setting, including bookkeeping, budget planning, personnel administration, payroll, or a related administrative discipline. Bilingual skills.</p>	1/23/2019	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #.</p> <p>Kyna Duarte 3951 NE 16th Avenue Pompano Beach, FL 33064</p>

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