

PLEASE POST



MARCH 18, 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*

4/2/19

DEADLINE

DATE*

4/2/19

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**

Child Care Monitor I
(\$10.00 per hour)
(186 Day Calendar)
(4.5 hours per day)
Position#: 80112707
Tracking#: NIS-37209
Location Number: 62981000

Country Isles 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.

4/3/2019

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Application, Resume & HS Diploma/GED to:
Mindy Morgan
2300 Country Isles Road
Fort Lauderdale 33326

Child Care Monitor I
(\$10.00 per hour)
(186 Day Calendar)
(4 hours per day)
Position#: 80112837
Tracking#: NIS-37145
Location Number: 63461000

Eagle Point 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.

4/3/2019

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Application, Resume & HS Diploma/GED to:
Christine De Zayas-Fernandez
100 Indian Trace
Weston 33326

***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>

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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.

<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) (4 hours per day) Position#: 80112837 Tracking#: NIS-37146 Location Number: 63461000	Eagle Point 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.	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Christine De Zayas-Fernandez 100 Indian Trace Weston 33326
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$11.06 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80210502 Tracking#: NIS-36927 Location Number: 62531000	Horizon Elementary	<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. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <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. <u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position. <u>PREFERENCES:</u> <u>EXPERIENCE:</u> Prior experience working with children preferred. <u>PREFERRED:</u> Bilingual skills. <u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u> 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.	4/3/2019 (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: Thaddeus Smith 2101 Pine Island Road NW Sunrise 33322

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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>
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$11.06 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80197225 Tracking#: NIS-37160 Location Number: 60551000	Plantation 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> 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. 	4/3/2019	<p>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:</p> <p>Sherri Wilson 6600 W Sunrise Boulevard Plantation 33313</p>

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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#: 80210444 Tracking#: NIS-37184 Location Number: 60221000	Croissant Park 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. 	4/3/2019	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: Michelle-Ann Allison 1800 SW 4 Avenue Fort Lauderdale 33315

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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#: 80203179 Tracking#: NIS-37185 Location Number: 60221000	Croissant Park 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>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. 	4/3/2019	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: Michelle-Ann Allison 1800 SW 4 Avenue Fort Lauderdale 33315

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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#: 80166846 Tracking#: NIS-37202 Location Number: 60561000	Norcrest 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. 	4/3/2019	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: Jill Slesinski 3951 NE 16 Avenue Pompano Beach 33064

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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#: 80209394 Tracking#: NIS-37188 Location Number: 63701000	Rock Island 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. 	4/3/2019	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: Cormic Priester 2350 NW 19 Street Fort Lauderdale 33311

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POSITIONS

WORK LOCATION

QUALIFICATIONS

EFF. DATE *
OF VACANCY

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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#: 80205227
Tracking#: NIS-37196
Location Number: 61611000

Martin Luther King Montessori
Academy

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: 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.

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.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience, within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

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.

4/3/2019

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:
Mitsuca Moreau
591 NW 31 Avenue
Fort Lauderdale 33311

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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>

<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#: 80204184 Tracking#: NIS-37080 Location Number: 63622000	Falcon Cove Middle	<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>	4/3/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Mark Kaplan 4251 Bonaventure Blvd Weston, FL 33332
Facilities Serviceperson (Night-Shift) (\$35 Shift Differential) (\$12.66 - \$19.86 per hour) (261 Day Calendar) (8 hours per day) Position#: 80182066 Tracking#: NIS-37094 Location Number: 60951000	Fort Lauderdale 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>	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Priscila Ribeiro 1600 NE 4th Avenue Fort Lauderdale, FL 33305

***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.**

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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>

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NON-INSTRUCTIONAL VACANCIES (Cont.)

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POSITIONS

WORK LOCATION

QUALIFICATIONS

EFF. DATE *
OF VACANCY

HARD COPY RESUME ONLY
EMAILS WILL NOT BE CONSIDERED

Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.66 - \$19.86 per hour)
(261 Day Calendar)
(8 hours per day)
Position#: 80004416
Tracking#: NIS-36800
Location Number: 63151000

Tequesta Trace Middle

EDUCATION: Receipt of Special Diploma.
EXPERIENCE: 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.
ADDITIONAL REQUIREMENTS: 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: No additional experience required.
ADDITIONAL REQUIREMENTS: 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.

4/3/2019
(Prev. Adv.)

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Send Resume & HS Diploma/GED to:
Paul Micensky
1800 Indian Trace
Weston, FL 33326

Facilities Serviceperson Aide
(Night-Shift) (\$.35 Shift Differential)
(\$11.42 - \$11.73 per hour)
(261 Day Calendar)
(8 hours per day)
Position#: 80172530
Tracking#: NIS-37178
Location Number: 63101000

Lyons Creek Middle

EDUCATION: Receipt of Special Diploma.
EXPERIENCE: No experience required.
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: No additional experience required
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

4/3/2019

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Send Resume & HS Diploma/GED to:
Vernicca Wynter
4333 Sol Press Boulevard
Coconut Creek, FL 33073

Assistant Head Facilities Serviceperson
(Elementary, Middle School/Exceptional Child Center)
(Night-Shift) (\$.35 Shift Differential)
(\$18.76 - \$23.22 per hour)
(261 Day Calendar)
(8 hours per day)
Position#: 80128291
Tracking#: NIS-37216
Location Number: 62851000

Griffin Elementary

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program
EXPERIENCE: Three (3) years of industrial, commercial, or educational facility experience.
ADDITIONAL REQUIREMENTS: Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others and prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Must physically be able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. **Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position.** Failure to comply with this provision may result in disciplinary action up to and including demotion. Computer skills as required for the position. Bilingual skills preferred.

4/3/2019

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:
Gail Silig
5050 SW 116th Avenue
Cooper City, FL 33330

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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>
Assistant Head Facilities Serviceperson (High School/Vocational Center) (Night-Shift) (\$35 Shift Differential) (\$19.88 - \$23.62 per hour) (261 Day Calendar) (8 hours per day) Position#: 80007276 Tracking#: NIS-35934 Location Number: 61661000	Hollywood Hills High	<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 of industrial, commercial, or educational facility experience. <u>ADDITIONAL REQUIREMENTS:</u> Must have the ability to follow standard custodial practices. Must be able to act as Head Custodian in his/her absence. Must have the ability to plan and direct the work of others; prepare work programs and schedules. Considerable knowledge of all cleaning materials, preparation, and proper use of all cleaning equipment. Must understand and practice energy conservation. Physically able to climb and work from ladders. Must be able to assume responsibility and follow both written and oral instructions. Must be able to climb and work in above ground situations. Must be physically able to operate heavy duty floor scrubbing and rug shampooing equipment. Must complete the Asbestos Awareness, Lock-Out/Tag-Out, Basic, Professional and Master Facilities Service job-related training programs conducted by Talent Development Department prior to applying for the position. Computer skills as required for the position. Bilingual skills preferred.	4/3/2019 (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: Lourdes Gonzalez 5400 Stirling Road Hollywood, FL 33021
Garage Serviceperson (\$23.28 - \$28.75 per hour) (261 Day Calendar) (8 hours per day) Position#: 80030460 Tracking#: NIS-36682 Location Number: 69722803	Vehicle Maintenance - South Area	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Must have at least five (5) years of successful recent experience in auto servicing. <u>SPECIAL QUALIFICATIONS:</u> Possess ability to service vehicles from charts and service manuals and perform all tasks with little or minimal supervision. Must provide own hand tools normally required in the automotive trade. Must be able to use all power and hand tools associated with the trade and to work effectively under and around vehicles with due regard to safety for self and others. Must have thorough knowledge of pollution control devices, batteries, tires, tubes, brakes, and safety factors on all vehicles. Must be able to follow both oral and written instructions. Able to work well with others. Must have a valid Class B 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.	4/3/2019 (Prev. Adv.)	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: Thomas Fitzpatrick 3831 NW 10th Avenue Oakland Park, FL 33309
Paint and Body Serviceperson (\$19.61 - \$24.68 per hour) (261 Day Calendar) (8 hours per day) Position#: 80002698 Tracking#: NIS-34027 Location Number: 69722807	Vehicle Maintenance - Paint & Body Shop	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Two (2) years of professionally paid experience in the preparation of automobile and truck bodies for repair and painting. <p style="text-align: center;">OR</p> Certification of formal vocational instruction in auto body repair and painting. <u>SPECIAL REQUIREMENTS:</u> Must possess the physical ability to apply constant pressure during sanding operations and to be able to work while standing on a scaffold. Must have a valid Class B 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. Bilingual skills preferred. Computer skills as required for the position.	4/3/2019 (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: Thomas Fitzpatrick 3831 NW 10th Avenue Oakland Park, FL 33309
Tire Repairperson (\$20.54 - \$26.17 per hour) (261 Day Calendar) (8 hours per day) Position#: 80008067 Tracking#: NIS-32663 Location Number: 69722812	Vehicle Maintenance - Central Area / Tire Room	<u>EDUCATION:</u> High school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Semi-skilled mechanic with at least one (1) year recent experience in replacing automotive or other vehicular tires. <u>ADDITIONAL REQUIREMENTS:</u> Considerable knowledge of proper tire replacement procedures with emphasis on proper tools and air pressures. Skills to identify tire sizes and the proper tire size for each type vehicle. Physically able to perform heavy lifting and on occasion be able to change tires without assistance. Ability to follow both oral and written instructions. Ability to work well with others. Must have a valid Class B 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. Bilingual and computer skills preferred. Computer skills as required for the position.	4/3/2019 (Prev. Adv.)	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: Thomas Fitzpatrick 3831 NW 10th Avenue Oakland Park, FL 33309

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Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80189428 Tracking#: NIS-37190 Location Number: 61151000	Coral Springs High	<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.	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Vivian Suarez 7201 W Sample Road Coral Springs, FL 33065
Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80008753 Tracking#: NIS-37182 Location Number: 63541000	Monarch High	<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.	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: James Neer 5050 Wiles Road Coconut Creek, FL 33073
General Clerk II (\$19,760 - \$30,296) (197 Day Calendar) (Grade 11) (7 hours per day) Position#: 80186145 Tracking#: NIS-37201 Location Number: 60341000	Bethune, Mary M. Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Latosha Williams 2400 Meade Street Hollywood, FL 33020
General Clerk II (\$21,776 - \$33,387) (217 Day Calendar) (Grade 11) (7 hours per day) Position#: 80189976 Tracking#: NIS-37159 Location Number: 60361000	Blanche Ely High	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Karlton Johnson 1201 NW 6th Avenue Pompano Beach, FL 33060

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General Clerk II (\$19,760 - \$30,296) (197 Day Calendar) (Grade 11) (7 hours per day) Position#: 80210577 Tracking#: NIS-37157 Location Number: 63391000	Flanagan, Charles W. High	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Michelle Kefford 12800 Taft Street Pembroke Pines, FL 33028
General Clerk II (\$18,751 - \$28,750) (187 Day Calendar) (Grade 11) (7 hours per day) Position#: 80210557 Tracking#: NIS-37149 Location Number: 61281000	Nova High	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. John LaCasse 3600 College Avenue Davie, FL 33314
General Clerk II (\$19,760 - \$30,296) (197 Day Calendar) (Grade 11) (7 hours per day) Position#: 80198150 Tracking#: NIS-37217 Location Number: 63331000	Silver Trail Middle	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position <u>PREFERENCES:</u> Position is for the Welcome Center. Experience with TERMS preferred.	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Stephen Frazier 18300 Sheridan Street Pembroke Pines, FL 33331
Secretary II (\$25,085 - \$38,456) (217 Day Calendar) (Grade 13) (7 hours per day) Position#: 80204402 Tracking#: NIS-36691 Location Number: 61871000	Crystal Lake Middle	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> One (1) year of secretarial/clerical work experience. Broward County School District secretarial/clerical work experience preferred. Previous work experience should have demonstrated the ability to perform repetitive or routine duties following standard practices. <u>SPECIAL QUALIFICATIONS:</u> Considerable knowledge of business practices and department policies. Bilingual skills preferred. Computer skills as required for the position. Computer Keyboard Skills: Speed-40; Accuracy-70	4/3/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Sabine Phillips 3551 NE 3rd Avenue Pompano Beach, FL 33064

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Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>

<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>
Information Management Technician (\$30,904 - \$47,371) (248 Day Calendar) (Grade 14) (7 hours per day) Position#: 80012645 Tracking#: NIS-36115 Location Number: 60501000	Broward Estates Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> A minimum of two (2) years, within the last five (5) years of related experience. Knowledge of clerical practices and procedures, including, filing, answering phones or utilizing standard office equipment. Successful completion of the Broward County Information Management Technician Training within the first 90 days of employment or the first available training class. Computer skills as required for the position. <u>PREFERRED:</u> Knowledge of Department of Education regulations and standards as it relates to FTE reporting and Class Size Mandate. Bilingual skills.	4/3/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Cynthia Hunt 441 NW 35th Avenue Fort Lauderdale, FL 33311
Secretary III (\$26,917 - \$41,258) (217 Day Calendar) (Grade 14) (7 hours per day) Position#: 80210605 Tracking#: NIS-37325 Location Number: 60361000	Blanche Ely High	<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 of related work experience. School district work experience preferred. <u>SPECIAL QUALIFICATIONS:</u> A well-rounded knowledge of business practices and School Board policies. 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	4/3/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Karlton Johnson 1201 NW 6th Avenue Pompano Beach, FL 33060
Information Management Specialist (\$33,164 - \$50,838) (248 Day Calendar) (Grade 15) (7 hours per day) Position#: 80016698 Tracking#: NIS-37205 Location Number: 62351000	South Plantation High	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> A minimum of four (4) years within the last five (5) years of related experience. Knowledge of clerical practices and procedures, including, filing, answering phones or utilizing standard office equipment. Successful completion of the Broward County Information Management Technician Training within the first 90 days of employment or the first available training class. Computer skills as required for the position. <u>PREFERRED:</u> Knowledge of Department of Education regulations and standards as it relates to FTE reporting and Class Size Mandate. Bilingual skills.	7/1/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Christine Henschel 1300 Paladin Way Plantation, FL 33317

***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.