

PLEASE POST



MARCH 20, 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\*

4/4/19

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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**

Teacher Assistant, Bilingual  
(\$12.75 per hour)  
(186 Day Calendar) (Grade 13)  
Position#: 80193428  
Tracking#: NIS-36992  
Location Number: 62351000

South Plantation High

**EDUCATION:** An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.

**REQUIRED:** Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.

OR

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

**REQUIRED:** Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. 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. Computer skills.

**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. Spanish speaking preferred.**

**EFF. DATE \***

**OF VACANCY**

4/5/2019

(Prev. Adv.)

**HARD COPY RESUME ONLY**

**EMAILS WILL NOT BE CONSIDERED**

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & Copy of Official Transcripts to:  
Christine Henschel  
1300 Paladin Way  
Plantation 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](http://www.naces.org).**

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

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

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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>
Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80181972 Tracking#: NIS-36988 Location Number: 61381000	Lauderhill Paul Turner 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> 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.  <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.  <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.	4/5/2019 (Prev. Adv.)	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: Richard Garrick 1500 NW 49 Avenue Fort Lauderdale 33313
General Clerk II (\$19,760 - \$30,296) (197 Day Calendar) (Grade 11) (7 hours per day) Position#: 80070058 Tracking#: NIS-37336 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> 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	4/5/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Lourdes Gonzalez 5400 Stirling Road Hollywood, FL 33021
General Clerk II (\$19,760 - \$30,296) (197 Day Calendar) (Grade 11) (7 hours per day) Position#: 80000745 Tracking#: NIS-37361 Location Number: 62571000	Pioneer 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	5/6/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Michael Consaul 5350 SW 90th Avenue Cooper City, FL 33328

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Clerk Typist II (\$21,211 - \$32,516) (197 Day Calendar) (Grade 12) (7 hours per day) Position#: 80192750 Tracking#: NIS-37331 Location Number: 63871000	Westglades 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 clerical work experience required using typical office machines and equipment such as: typewriter, calculator, CRT terminal, microcomputer, word processor, duplicator, etc. <u>SPECIAL QUALIFICATIONS:</u> Working knowledge of clerical procedures and ability to perform repetitive or routine duties following prescribed standard practices requiring making minor decisions and the use of some judgment. Bilingual skills preferred. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed-40; Accuracy-70	4/5/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Matthew Bianchi 11000 Holmberg Road Parkland, FL 33076
Secretary II (\$25,085 - \$38,456) (217 Day Calendar) (Grade 13) (7 hours per day) Position#: 80185719 Tracking#: NIS-37341 Location Number: 61931000	Cooper City 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 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	4/5/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Wendy Doll 9401 Stirling Road Cooper City, FL 33328
Systems Facilitator-HRD (\$40,982 - \$62,816) (248 Day Calendar) (Grade 18) (7 hours per day) Position#: 80126028 Tracking#: NIS-36693 Location Number: 69759000	Professional Development Standards & Support	<u>EDUCATION:</u> An earned Associate's degree or 60 credit hours from an accredited <u>institution</u> . <u>EXPERIENCE:</u> Three (3) years of experience and/or training in the field related to the title of the position. <u>ADDITIONAL REQUIREMENTS:</u> The hiring administrator may specify appropriate additional qualifications as may be related to the position. Required: Computer skills as required for the position, including demonstrated proficiency in the use of hardware and software applications currently in use within the department. Requires course concentration in computer science, business or related field. Requires well-developed communication skills to provide technical support to remote users/administrators. Must have passing test scores: Computer Keyboard Skills: Speed - 40; Accuracy -70 Preferred: Prior experience preferred utilizing technology to provide department support in program administration. Bilingual skills preferred. 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 experience and/or training in the field related to the title of the position. <u>ADDITIONAL REQUIREMENTS:</u> The hiring administrator may specify appropriate additional qualifications as may be related to the position. Required: Computer skills as required for the position, including demonstrated proficiency in the use of hardware and software applications currently in use within the department. Requires well-developed communication skills to provide technical support to remote users/administrators. Must have passing test scores: Computer Keyboard Skills:Speed -40; Accuracy -70 Preferred: Prior experience preferred utilizing technology to provide department support in program administration. Bilingual skills preferred. <u>PREFERENCES:</u> Managing in-service records for internal and external participants. Managing all PDSS help lines including BVU and LAB. Processing BVU course payments, reconciling BVU rosters, and other duties as needed. The selected candidate will be provided training on all job duties.	4/5/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Susan Leon 3531 Davie Road Davie, FL 33314

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