

PLEASE POST



MARCH 22, 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*

4/8/19

DEADLINE

DATE*

4/8/19

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	<u>HARD COPY RESUME ONLY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Child Care Monitor I (\$10.00 per hour) (186 Day Calendar) Position#: 80112667 Tracking#: NIS-37266 Location Number: 62851000	Griffin 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.	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Gail Silig 5050 SW 116 Avenue Cooper City 33330
Child Care Monitor I (\$10.00 per hour) (186 Day Calendar) Position#: 80112667 Tracking#: NIS-37264 Location Number: 62851000	Griffin 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.	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Gail Silig 5050 SW 116 Avenue Cooper City 33330

***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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NON-INSTRUCTIONAL VACANCIES (Cont.)

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Child Care Monitor I (\$10.00 per hour) (186 Day Calendar) Position#: 80112667 Tracking#: NIS-37267 Location Number: 62851000	Griffin 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.	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Gail Siliig 5050 SW 116 Avenue Cooper City 33330
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$11.06 per hour) (186 Day Calendar) (Grade 11) (7 hours per day) Position#: 80150760 Tracking#: NIS-37099 Location Number: 63642000	Gator Run 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.	4/9/2019	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: Keith Peters 1101 Arvida Parkway Weston 33326

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POSITIONS	WORK LOCATION	QUALIFICATIONS	EFF. DATE * OF VACANCY	<u>HARD COPY RESUME ONLY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Teacher Assistant, Bilingual (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7 hours per day) Position#: 80175053 Tracking#: NIS-37332 Location Number: 62891000	Riverglades Elementary	<p><u>EDUCATION:</u> An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.</p> <p><u>REQUIRED:</u> 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.</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> 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.</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>	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts to: Jo-Anne Misiewicz-Seltzer 7400 Parkside Drive Parkland 33067
Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.75 per hour) (186 Day Calendar) (Grade 13) (7 hours per day) Position#: 80171654 Tracking#: NIS-37215 Location Number: 63751000	Dolphin Bay 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. 	4/9/2019	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: Sandra Nelson 16450 Miramar Parkway Miramar 33027

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Facilities Serviceperson (Night-Shift) (\$35 Shift Differential) (\$12.66 - \$19.86 per hour) (261 Day Calendar) (8 hours per day) Position#: 80200330 Tracking#: NIS-37358 Location Number: 61711000	Deerfield Beach 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>	4/9/2019	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #.</p> <p>Send Resume & HS Diploma/GED to: Jon Marlow 910 SW 15th Street Deerfield Beach, FL 33441</p>
Facilities Serviceperson (\$12.66 - \$19.86 per hour) (261 Day Calendar) (8 hours per day) Position#: 80021333 Tracking#: NIS-37364 Location Number: 61621000	Village Elementary	<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>	4/9/2019	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #.</p> <p>Send Resume & HS Diploma/GED to: Wanda Haynes 2100 NW 70th Avenue Sunrise, FL 33313</p>

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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#: 80126975 Tracking#: NIS-37359 Location Number: 63051000	Forest Glen Middle	<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 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.	4/9/2019	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: Ronald Forsman 6501 Turtle Run Coral Springs, FL 33067
Head Facilities Serviceperson (Elementary) (Night-Shift) (\$.35 Shift Differential) (\$20.74 - \$24.54 per hour) (261 Day Calendar) (8 hours per day) Position#: 80190561 Tracking#: NIS-35478 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 of industrial, commercial, or educational facility experience. <u>SPECIAL QUALIFICATIONS:</u> Extensive knowledge in the proper operation of vacuums, washers, and buffing equipment; must be able to impart this knowledge to all subordinates. Must be able to schedule assignments and instruct his/her staff in the correct methods of energy conservation procedures. Considerable knowledge of the procedures and scheduling needed to provide the proper care for all types of floors and proper sanitation. Physically able to help in the cleaning which includes working from ladders. Must be able to assume responsibility and follow both written and oral instructions. 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.	4/9/2019 (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, Basic FSP, Lock-Out Tag-Out, Master FSP, and Professional FSP certification to: Roy Norton 3897 NW 10th Avenue Oakland Park, FL 33309
Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80094669 Tracking#: NIS-37349 Location Number: 63731000	Everglades 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.	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Haleh Darbar 17100 SW 48th Court Miramar, FL 33027
Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80210462 Tracking#: NIS-37368 Location Number: 60481000	McNicol 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.	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Melissa Gurreonero 1602 S 27th Avenue Hollywood, FL 33020

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Campus Monitor (\$13.12 - \$20.11 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80206050 Tracking#: NIS-37004 Location Number: 60171000	South Broward 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.	4/9/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Olayemi Awofadeju 1901 N Federal Highway Hollywood, FL 33020
Temporary Campus Monitor (\$13.12 per hour) (5.25 hours per day) Position#: 80209079 Tracking#: NIS-37013 Location Number: 63471000	Indian Ridge 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.	4/9/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Ian Murray 1355 Nob Hill Road Davie, FL 33324
Clerk Typist II (\$21,211 - \$32,516) (197 Day Calendar) (Grade 12) (7 hours per day) Position#: 80197104 Tracking#: NIS-37334 Location Number: 63011000	Stoneman Douglas 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 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	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Tyson Thompson 5901 Pine Island Road Parkland, FL 33076
Secretary II (\$25,085 - \$38,456) (217 Day Calendar) (Grade 13) (7 hours per day) Position#: 80202926 Tracking#: NIS-37356 Location Number: 63911000	New Renaissance 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	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Janet Morales 10701 Miramar Blvd Miramar, FL 33025

***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.

DEADLINE
DATE*
4/8/19

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>

DEADLINE
DATE*
4/8/19

<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>
Micro-Computer Technical Specialist (\$35,694 - \$54,710) (217 Day Calendar) (Grade 18) (7 hours per day) Position#: 80185568 Tracking#: NIS-37351 Location Number: 060901000	Cresthaven Elementary	<p><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.</p> <p style="text-align: center;">OR</p> <p><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.</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. <u>EXPERIENCE:</u> Five (5) years of progressively more responsible experience and/or training in the field related to the title of the position.</p> <p><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.</p>	4/9/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Donald Lee 801 NE 25th Street Pompano Beach, FL 33064

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