

PLEASE POST



MAY 13, 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*

5/21/19

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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	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 hours per day) Position#: 80144669 Tracking#: NIS-37641 Location Number: 63961000	Heron Heights 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. <u>PREFERENCES:</u> Monday-Friday 1:30 p.m.-5:30 p.m.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Merideth Weiss-Schnur 11010 Nob Hill Road Parkland, FL 33076
Automotive and Truck Mechanic (Journeyman) (\$28.74 - \$33.22 per hour) (261 Day Calendar) (8 hours per day) Position#: 80027251 Tracking#: NIS-36813 Location Number: 69722804	Vehicle Maintenance - Central Area	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing. <u>EXPERIENCE:</u> A minimum of two (2) years, within the last five (5) years, of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, bus, truck, or heavy equipment. OR Successful course completion in vehicle maintenance and repair from an accredited school. <u>ADDITIONAL REQUIREMENTS:</u> Ability to operate electronic and mechanical equipment for detection and repair diagnosis of deadlined equipment. Thorough knowledge of the proper repair of automatic and standard transmission, motors, brakes, and wiring systems. Considerable knowledge in the proper tune-up of engines and elimination of troubles in the cooling systems and power train. Must be able to assume responsibility and follow both written and oral instructions. Able to work well with others. Must provide own hand tools of the trade. Must have a valid Florida Driver's License with acceptable driving record. This position will include pre-employment drug and alcohol testing. Computer skills as required for the position. <u>PREFERRED QUALIFICATIONS & EXPERIENCE:</u> - A minimum of five (5) years of journeyman-level mechanical experience in the repair and maintenance of motor vehicles in the areas of automotive, truck, or heavy equipment. - Valid Florida Commercial Driver's License (CDL) Class A with Passenger endorsement. - Bilingual skills.	5/22/2019 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Thomas Fitzpatrick 3831 NW 10th Avenue Oakland Park, FL 33309

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

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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.

NON-INSTRUCTIONAL VACANCIES (Cont.)

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Electrician - Journeyperson (\$28.93 - \$32.37 per hour) (261 Day Calendar) (8 hours per day) Position#: 80132243 Tracking#: NIS-36492 Location Number: 69604500	Physical Plant Operations - District Maintenance	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Satisfactory completion of the Broward County School District's Electrician Apprenticeship Program. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Six (6) years of recent employed professionally paid electrical work experience. Possession of current valid Broward County or State of Florida certification as an electrician, or if not certified at the time of application, must pass Florida State Certification Exam prior to being placed on permanent status. <u>SPECIAL QUALIFICATIONS:</u> Possess the ability to effect construction and repairs from drawings or sketches; estimate materials, supplies, and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision or assistance. Must have thorough knowledge of electricity and associated circuits and be able to determine the proper material for each job. Knowledge of standard electrical code requirements. Must possess a current certificate of competence. Ability to work effectively from ladders and scaffolding with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs without assistance. Must have a valid Florida driver's license and, if essential to perform certain duties of the position, a proper Florida Class A or B Commercial driver's license with endorsement is required. Willing to answer emergency calls at all hours, including off hours. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & a valid Florida driver's license and SBBC's Apprenticeship Program Cert. or copies of required certifications to: Clara Knowles 3810 NW 10th Avenue Oakland Park, FL 33309
Electrician - Journeyperson (\$28.93 - \$32.37 per hour) (261 Day Calendar) (8 hours per day) Position#: 80005614 Tracking#: NIS-37647 Location Number: 69610100	Physical Plant Operations - Zone 1 North Area	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Satisfactory completion of the Broward County School District's Electrician Apprenticeship Program. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Six (6) years of recent employed professionally paid electrical work experience. Possession of current valid Broward County or State of Florida certification as an electrician, or if not certified at the time of application, must pass Florida State Certification Exam prior to being placed on permanent status. <u>SPECIAL QUALIFICATIONS:</u> Possess the ability to effect construction and repairs from drawings or sketches; estimate materials, supplies, and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision or assistance. Must have thorough knowledge of electricity and associated circuits and be able to determine the proper material for each job. Knowledge of standard electrical code requirements. Must possess a current certificate of competence. Ability to work effectively from ladders and scaffolding with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs without assistance. Must have a valid Florida driver's license and, if essential to perform certain duties of the position, a proper Florida Class A or B Commercial driver's license with endorsement is required. Willing to answer emergency calls at all hours, including off hours. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & a valid Florida driver's license and SBBC's Apprenticeship Program Cert. or copies of required certifications to: Mark Dorsett 6501 NW 15th Avenue Fort Lauderdale, FL 33309

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Electrician - Journeyperson (\$28.93 - \$32.37 per hour) (261 Day Calendar) (8 hours per day) Position#: 80008472 Tracking#: NIS-37660 Location Number: 69620000	Physical Plant Operations - Zone 2 Central Area	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Satisfactory completion of the Broward County School District's Electrician Apprenticeship Program. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Six (6) years of recent employed professionally paid electrical work experience. Possession of current valid Broward County or State of Florida certification as an electrician, or if not certified at the time of application, must pass Florida State Certification Exam prior to being placed on permanent status. <u>SPECIAL QUALIFICATIONS:</u> Possess the ability to effect construction and repairs from drawings or sketches; estimate materials, supplies, and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision or assistance. Must have thorough knowledge of electricity and associated circuits and be able to determine the proper material for each job. Knowledge of standard electrical code requirements. Must possess a current certificate of competence. Ability to work effectively from ladders and scaffolding with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs without assistance. Must have a valid Florida driver's license and, if essential to perform certain duties of the position, a proper Florida Class A or B Commercial driver's license with endorsement is required. Willing to answer emergency calls at all hours, including off hours. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & a valid Florida driver's license and SBBC's Apprenticeship Program Cert. or copies of required certifications to: Ronald DiCiurcio 1560 NW 34th Terrace Lauderhill, FL 33313
Electronic Technician - Fire Alarm Systems (Night-Shift) (\$.75 Shift Differential) (\$28.93 - \$32.37 per hour) (208C Day Calendar, Tues - Fri) (10 hours per day, 4 days per week) Position#: 80002027 Tracking#: NIS-36771 Location Number: 69604100	Physical Plant Operations - District Maintenance	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Satisfactory completion of the Broward County School District's Electronic Technician Apprenticeship Program in Fire Alarm Systems. <u>SPECIAL QUALIFICATIONS:</u> Possess the ability to effect repairs from drawings or sketches; estimate material supplies and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision. Must have thorough knowledge of electronics and related equipment and be able to determine the proper materials for each job. Ability to work effectively from ladders with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs/complete tasks without assistance. Willing to answer emergency calls at all hours, including off hours. Must have a valid Florida driver's license. This position will include pre-employment drug and alcohol testing. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> Six (6) years of recent professionally paid experience in electronic repair of Fire Alarm Systems. <u>SPECIAL QUALIFICATIONS:</u> Possess the ability to effect repairs from drawings or sketches; estimate material supplies and labor costs. Must have the ability to use all power and hand tools associated with the trade and perform all tasks with little or no supervision. Must have thorough knowledge of electronics and related equipment and be able to determine the proper materials for each job. Ability to work effectively from ladders with due regard to safety for self and others. Must be able to follow written and oral instructions. Able to work well with others. Must provide own hand tools. Must have ability to assume responsibility and effect repairs/complete tasks without assistance. Willing to answer emergency calls at all hours, including off hours. Must have a valid Florida driver's license. This position will include pre-employment drug and alcohol testing.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & a valid Florida driver's license and SBBC's Apprenticeship Program Cert. or copies of required certifications to: Phil Dorsett 3810 NW 10th Avenue Oakland Park, FL 33309

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Maintenance Truck Driver (\$21.54 - \$26.81 per hour) (261 Day Calendar) (8 hours per day) Position#: 80010861 Tracking#: NIS-36761 Location Number: 69604500	Physical Plant Operations - District Maintenance	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program Preferred <u>EXPERIENCE:</u> Three (3) years of verified successful, professional experience in driving trucks without an arrest and conviction of a moving violation, professional or private Six (6) months of general driving experience in Broward County or verification of knowledge of Broward County Streets and Schools. <u>SPECIAL QUALIFICATIONS:</u> Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program Preferred. <u>EXPERIENCE:</u> Satisfactory completion of a truck driving program from an accredited educational institution and one (1) year of verified successful, professional experience in truck driving without an arrest and conviction of a moving violation, professional or private. Six (6) months of general driving experience in Broward County or verification of knowledge of Broward County streets and schools <u>SPECIAL QUALIFICATIONS:</u> Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Clara Knowles 3810 NW 10th Avenue Oakland Park, FL 33309
Warehouse Serviceperson (\$21.07 - \$26.73 per hour) (261 Day Calendar) (8 hours per day) Position#: 80002130 Tracking#: NIS-37445 Location Number: 69613000	Material Logistics	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program <u>EXPERIENCE:</u> No experience required <u>SPECIAL REQUIREMENTS:</u> Must have the ability to climb and work in high level situations; to lift, move and carry heavy objects; to read and follow written instructions; to coordinate work with other employees. Must pass tests appropriate to the job. Must have a proper Florida commercial driver's license with endorsements compatible with the assigned duties of The School Board of Broward County, Florida. This position will include pre-employment drug and alcohol testing.	5/22/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Mary Coker 7720 W. Oakland Park Boulevard - Suite 323 Sunrise, FL 33351
Office Manager Confidential – Elementary and Middle Schools (\$44,301 - \$63,155) (251 Day Calendar) (Grade 8) (7.5 hours per day) Position#: 80202128 Tracking#: NIS-37622 Location Number: 62681000	Westchester Elementary	<u>MINIMUM QUALIFICATIONS & EXPERIENCE:</u> A standard high school diploma or satisfactory completion of an approved General Education Development Testing Program. A minimum of three (3) years of progressively responsible experience in a clerical or administrative support position. Advanced interpersonal skills and ability to interact effectively with the public; demonstrated sensitivity to the problems and emotional distress of students, parents, and other school/department constituents. Demonstrated ability to communicate effectively and tactfully, both verbally and in writing. Demonstrated knowledge of school operations, policies and procedures. Computer skills as required of the position, including proficiency in the Microsoft office suite and keyboard functionality. <u>PREFERRED QUALIFICATIONS & EXPERIENCE:</u> An earned associate's degree from an accredited institution. Successful completion of computer keyboard skills exam: Speed – 40, Accuracy – 70. Prior work experience in a school office setting, including bookkeeping, budget planning, personnel administration, payroll, or a related administrative discipline. Bilingual skills.	7/1/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Melissa Frame-Geraine 12405 Royal Palm Boulevard Coral Springs, FL 33065

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