

PLEASE POST



MAY 16, 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*

5/24/19

DEADLINE

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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.

<u>POSITION</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#: 80186754 Tracking#: NIS-37671 Location Number: 62942000	Everglades 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.	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Eliot Tillingier 2900 Bonaventure Blvd Weston 33331
Child Care Monitor I (\$10.00) (186 Day Calendar) (4 hours per day) Position#: 80125704 Tracking#: NIS-37766 Location Number: 63441000	Eagle Ridge 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.	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Rick Redshaw 11500 Westview Drive Coral Springs 33076

***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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Child Care Monitor I (\$10.00 PER HOUR) (186 Day Calendar) (4.00 hours per day) Position#: 80186754 Tracking#: NIS-37668 Location Number: 62942000	Everglades 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.	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Eliot Tillinger 2900 Bonaventure Blvd Weston 33331
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Child Care Monitor I (\$10.00) (186 Day Calendar) (6 hours per day) Position#: 80112757 Tracking#: NIS-37603 Location Number: 63081000	Silver Ridge 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.	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Wendy Borowski 9100 S W 36th Street Davie 33328
Child Care Monitor I (\$10.00) (186 Day Calendar) (6 hours per day) Position#: 80112757 Tracking#: NIS-37604 Location Number: 63081000	Silver Ridge 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.	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume & HS Diploma/GED to: Wendy Borowski 9100 S W 36th Street Davie 33328

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Secretary IV (\$35,582 - \$54,545) (248 Day Calendar) (Grade 16) (7 hours per day) Position#: 80181592 Tracking#: NIS-37575 Location Number: 69853000	Service Quality Office	<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 secretarial/clerical work experience. Secretarial/clerical experience with the Broward County School District preferred. Previous work experience should have included using a wide range of procedures in performing diversified duties. <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	5/27/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Veda F. Hudge 610 NE 13th Avenue Pompano Beach, FL 33060

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