

PLEASE POST



SEPTEMBER 14, 2018

# 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: <http://www.broward.k12.fl.us/nis/employment/veterans.html>

**Broward County Public Schools Is An Equal Opportunity/Equal Access Employer**

DEADLINE  
DATE\*

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DATE\*

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 *</u> <u>OF VACANCY</u>	<u>HARD COPY RESUME ONLY</u> <u>EMAILS WILL NOT BE CONSIDERED</u>
Bilingual Intake Facilitator (\$25,085 - \$38,456) (217 Day Calendar) (Grade 13) (7 hours per day) Position#: 80204177 Tracking#: NIS-31554 Location Number: 69817000	Bilingual/ESOL	<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 successful work experience required. <u>SPECIAL QUALIFICATIONS:</u> Must demonstrate proficiency in translating/interpreting to and from English and Spanish/Creole or other language as needed. Must be able to utilize empathy and sensitivity when interacting with multicultural clients. Ability to work flexible hours. Computer skills as required for the position. Exposure to the registration process of The School Board of Broward County, Florida preferred. <u>NOTE:</u> Bilingual skills preferred; Russian speaking.	(Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Victoria Saldala 600 SE 3rd Avenue, 13th Floor Fort Lauderdale, FL 33301
Bilingual Intake Facilitator (\$25,085 - \$38,456) (217 Day Calendar) (Grade 13) (7 hours per day) Position#: 80204179 Tracking#: NIS-31561 Location Number: 69817000	Bilingual/ESOL	<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 successful work experience required. <u>SPECIAL QUALIFICATIONS:</u> Must demonstrate proficiency in translating/interpreting to and from English and Spanish/Creole or other language as needed. Must be able to utilize empathy and sensitivity when interacting with multicultural clients. Ability to work flexible hours. Computer skills as required for the position. Exposure to the registration process of The School Board of Broward County, Florida preferred. <u>NOTE:</u> Bilingual skills preferred; Vietnamese speaking .	(Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Victoria Saldala 600 SE 3rd Avenue, 13th Floor Fort Lauderdale, FL 33301

**\*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.**

To register for the computer keyboard test, visit our website: <http://www.broward.k12.fl.us/nis/employment/clerical.html>. Job descriptions may be viewed at: <http://www.broward.k12.fl.us/hris/index.html>

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 submitting for a position or required for the position.

\*\*TIME AND PLACE OF INTERVIEW WILL BE DETERMINED BY THE PRINCIPAL/DEPARTMENT HEAD UPON RECEIPT OF APPLICANTS PHONE CALL OR RESUME