

PLEASE POST



JULY 15, 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\*

7/24/19

DEADLINE

DATE\*

7/24/19

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

HARD COPY RESUME ONLY  
EMAILS WILL NOT BE CONSIDERED

Food Service Line Manager, Vocational/Adult Centers (\$16.81 - \$21.10 per hour) (241 Day Calendar) (7 hours per day) Position#: 80211466 Tracking#: NIS-40320 Location Number: 61291000

McFatter Technical College & Technical High School

EDUCATION: Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program  
EXPERIENCE: One (1) year of experience in a school-based food service setting or two (2) years of experience in another comparable food service environment. Four (4) state-approved food service training courses: foundations, nutrition, quantity cooking and equipment, and organization and management preferred. Must complete at least one (1) course every two (2) years until all four (4) courses have been taken.  
SPECIAL REQUIREMENTS: Must provide own uniforms. Good general health  
NOTE: Must be current Food Service Manager or Food Service Intern Manager within the School Board of Broward County.

7/25/2019

Include tracking# with your cover letter/resume. Current employees must provide personnel #.  
Send Resume to:  
Jeanette L. Johnson  
6500 Nova Drive  
Davie, FL 33317

Facilities Serviceperson Aide (\$11.65 - \$11.96 per hour) (261 Day Calendar) (20 hours per week) Position#: 80211409 Tracking#: NIS-40506 Location Number: 60221000

Croissant Park Elementary

EDUCATION: Receipt of Special Diploma.  
EXPERIENCE: No experience required.  
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: No additional experience required  
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

7/25/2019

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Send Resume & HS Diploma/GED to:  
Michelle-Ann Allison  
1800 SW 4th Avenue  
Fort Lauderdale, FL 33315

Facilities Serviceperson Aide (\$11.65 - \$11.96 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80211803 Tracking#: NIS-40680 Location Number: 60991000

Wingate Oaks Center

EDUCATION: Receipt of Special Diploma.  
EXPERIENCE: No experience required.  
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
EXPERIENCE: No additional experience required  
SPECIAL QUALIFICATIONS: The ability to perform specific custodial work after appropriate verbal instructions and on the job training. Must attend the Basic Facilities Service job related training program, offered by Broward County Public Schools within the probationary period of employment. Computer skills as required for the position. Bilingual skills are preferred.

7/25/2019

Include tracking# with your cover letter/resume. Current employees must provide personnel #.  
Send Resume & HS Diploma/GED to:  
Don Cottrell  
1211 NW 33rd Terrace  
Fort Lauderdale, FL 33311

\*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.

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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.

**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>
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80089695 Tracking#: NIS-40575 Location Number: 62221000	Atlantic Technical College & Technical High School	<u>EDUCATION:</u> Receipt of Special Diploma. <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. <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.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Robert B. Crawford Jr. 4700 Coconut Creek Parkway Coconut Creek, FL 33066
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <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. <u>WORK HOURS:</u> Monday - Thursday: 2:00 pm to 10:30 pm Friday: 10:00 am - 6:30 pm		
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80193388 Tracking#: NIS-40563 Location Number: 60131000	Gulfstream Academy of Hallandale Beach	<u>EDUCATION:</u> Receipt of Special Diploma. <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. <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.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Robert Pappas 1000 SW 3rd Street Hallandale Beach, FL 33009
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <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.		

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

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<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>
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80011060 Tracking#: NIS-40493 Location Number: 63291000	Marshall, Thurgood Elementary	<u>EDUCATION:</u> Receipt of Special Diploma. <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. <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.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Michael Billins 800 NW 13th Street Fort Lauderdale, FL 33311
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <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.		
Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80011896 Tracking#: NIS-40536 Location Number: 62831000	Western High	<u>EDUCATION:</u> Receipt of Special Diploma. <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. <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.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Jimmy Arrojo 1200 SW 136th Avenue Davie, FL 33325
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <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.		

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Facilities Serviceperson (\$12.91 - \$20.26 per hour) (Night-Shift) (\$.35 Shift Differential) (261 Day Calendar) (8 hours per day) Position#: 80204157 Tracking#: NIS-40537 Location Number: 62831000	Western High	<u>EDUCATION:</u> Receipt of Special Diploma. <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. <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.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Jimmy Arrojo 1200 SW 136th Avenue Davie, FL 33325
		OR		
		<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No additional experience required. <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.		
Laborer (\$18.60 - \$22.38 per hour) (261 Day Calendar) (8 hours per day) Position#: 80211368 Tracking#: NIS-40325 Location Number: 69615000	Administrative Support	<u>EDUCATION:</u> High school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program preferred. <u>EXPERIENCE:</u> None required. <u>ADDITIONAL REQUIREMENTS:</u> Must be physically fit to perform laborious tasks and willing to perform all tasks assigned. Must be able to work well with others. Desire to work when assigned to various departments, mechanics, or tradespersons. Must be able to follow both written and oral instructions and carry out assignments on time. Must have a valid Florida driver's license. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Juan P. Ruperez 600 SE 3rd Avenue Fort Lauderdale, FL 33301
Laborer (\$18.60 - \$22.38 per hour) (261 Day Calendar) (8 hours per day) Position#: 80103078 Tracking#: NIS-40492 Location Number: 69615000	Administrative Support	<u>EDUCATION:</u> High school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program preferred. <u>EXPERIENCE:</u> None required. <u>ADDITIONAL REQUIREMENTS:</u> Must be physically fit to perform laborious tasks and willing to perform all tasks assigned. Must be able to work well with others. Desire to work when assigned to various departments, mechanics, or tradespersons. Must be able to follow both written and oral instructions and carry out assignments on time. Must have a valid Florida driver's license. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send resume & HS Diploma/GED and valid Florida driver's license to: Juan P. Ruperez 600 SE 3rd Avenue Fort Lauderdale, FL 33301

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<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>
Utility Serviceperson (Fencing, Fire Extinguisher and School Equipment, Flooring and/or Electro Mechanical Equipment) - District (\$23.87 - \$29.72 per hour) (261 Day Calendar) (8 hours per day) Position#: 80088753 Tracking#: NIS-40316 Location Number: 69615000	Administrative Support	<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 recent experience in erecting and repairing fences; or installing and repairing carpets; or making repairs to power trains and supply systems of electromechanical equipment. <u>SPECIAL QUALIFICATIONS:</u> Ability to read blueprints, technical data and sketches; prepare estimates of materials from such information. Ability to assume responsibility and instruct others. Must provide own hand tools. 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. Broward County Certificate of Competency in Fence Erection Category - Class 'F', Floor Covering Category - Class 'FL', or Mechanical Maintenance Technician preferred; or a Florida license to inspect and certify fire extinguishers preferred. This position will include pre-employment drug and alcohol testing. Bilingual skills preferred. Computer skills as required for the position. <u>NOTE:</u> For advertising purposes, the attached individualized qualifications may be used to attract applicants for the specific category of need. However, all employees hired to this position must be willing to work in any area assigned within the job.	7/25/2019	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED & proper (Class B) Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to: Juan P. Ruperez 600 SE 3rd Avenue Fort Lauderdale, FL 33301

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