**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 RATE**

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Location</th>
<th>Qualifications</th>
<th>Education</th>
<th>Experience</th>
<th>Special Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Serviceperson</td>
<td>Olsen Middle</td>
<td>Receipt of Special Diploma.</td>
<td>Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</td>
<td>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.</td>
<td>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. <strong>OR</strong></td>
</tr>
<tr>
<td>Facilities Serviceperson Aide</td>
<td>Indian Trace Elementary</td>
<td>Receipt of Special Diploma.</td>
<td>Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</td>
<td>No additional experience required.</td>
<td>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. <strong>OR</strong></td>
</tr>
</tbody>
</table>

**DEADLINE DATE**

| 1/22/20 |

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

**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.**

**CURRENT EMPLOYEES MUST PROVIDE PERSONNEL #. SEND RESUME & HS DIPLOMA/GED TO: VALERIE HARRIS 330 SE 11TH TERRACE DANIA, FL 33004**

**CURRENT EMPLOYEES MUST PROVIDE PERSONNEL #. SEND RESUME & HS DIPLOMA/GED TO: AMY WINDER 400 INDIAN TRACE WESTON, FL 33326**

**ANNOUNCEMENT**

**DEADLINE DATE**

| 1/22/20 |

**FACILITIES SERVICEPERSON**

**FACILITIES SERVICEPERSON AIDE**

**ADVANCEMENT**

**APPLICATIONS WILL BE WILLS MAILD ONLY**

**Hard Copy Resume Only**

**Emails Will Not Be Considered**

**For a list of acceptable foreign education credential services access www.naces.org.**

**Veterans Preference Available: https://www.browardschools.com/Page/32164**

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

APPLICATIONS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE  

<table>
<thead>
<tr>
<th>Positions</th>
<th>Work Location</th>
<th>Qualifications</th>
</tr>
</thead>
</table>
| Yardperson                       | Sheridan Technical College & Technical High School | **EDUCATION:** Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program  
**EXPERIENCE:** Six (6) months of experience in related work within or outside the Broward County School District.  
**SPECIAL QUALIFICATIONS:** Physical ability to work outside in hot weather. Some knowledge of shrubs and trees. Ability to identify different types of grass and know the care required for each, such as mowing, fertilizing, and treatment for insects. Ability to know when to schedule trimming of trees and shrubs at the appropriate time of the year. Ability to effect minor repairs to sprinkler systems to include pumps, lines, and sprinkler heads. Ability to work from ladders or trees in a safe and efficient manner. Must be able to assume responsibility and follow both written andoral instructions. Ability to work well with others. 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. |

| Assistant Head Facilities Serviceperson (Elementary, Middle School/Exceptional Child Center) | Tropical Elementary | **EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program  
**EXPERIENCE:** Three (3) years of industrial, commercial, or educational facility experience.  
**ADDITIONAL REQUIREMENTS:** 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. |

| Helper                           | Administrative Support | **EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program preferred.  
**SPECIAL QUALIFICATIONS:** Desire to learn the trade and further his/her knowledge through off duty study and trade schools. Able to climb and work from ladders or scaffolding and carry heavy objects. Must be willing to work in unsatisfactory locations. Must be able to follow both written and oral instructions and carry out assignments on time. Able to work well with others. Must successfully participate in the training programs offered to increase the individual's skills and proficiencies related to the assignment. 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. Bilingual skills preferred. Computer skills as required for the position. |

**DEADLINE DATE**

1/22/20

**NOTICE TO APPLICANTS:**

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.

*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 will be notified of the results of the computer keyboard test and the position will be advertised if they qualify for the position.  

**DEADLINE DATE**

1/23/2020

**EMAILS WILL NOT BE CONSIDERED**

Include tracking# with your cover letter/resume.  
Current employees must provide personnel #.  
Send Resume & HS Diploma/GED & Thomas Moncilovich 5400 W Sheridan Street Hollywood, FL 33021