**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](https://www.browardschools.com/Page/32164)

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

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Location</th>
<th>Qualifications</th>
<th>Eff. Date*</th>
<th>HARD COPY RESUME ONLY</th>
</tr>
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<tbody>
<tr>
<td>Child Care Monitor I</td>
<td>Indian Trace Elementary</td>
<td><strong>EDUCATION:</strong> A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required. <strong>EXPERIENCE:</strong> Any volunteer work, experience and/or training working with school age children in a group supervision setting is required. <strong>ADDITIONAL REQUIREMENTS:</strong> 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. <strong>OR</strong> 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.</td>
<td>6/19/2019</td>
<td>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Application, Resume &amp; HS Diploma/GED to: Amy Winder 400 Indian Trace Weston, FL 33326</td>
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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](https://www.browardschools.com/Page/32516). Job descriptions may be viewed at: [https://www.browardschools.com/Page/36072](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.
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| Child Care Monitor I      | Indian Trace Elementary | **EDUCATION:** A standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program is required.  
**EXPERIENCE:** Any volunteer work, experience and/or training working with school age children in a group supervision setting is required.  
**ADDITIONAL REQUIREMENTS:** 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. | 6/11/2019              | Include tracking# with your cover letter/resume. | Current employees must provide personnel # Send Application, Resume & HS Diploma/GED to: Amy Winder 400 Indian Trace Weston 33326 |
| Child Care Monitor II     | Indian Trace Elementary | **EDUCATION:** A standard high school diploma or an approved General Educational Development (GED) Testing Program.  
**EXPERIENCE:** A minimum of one (1) year of documented experience and/or training working in a school-based after care program.  
**ADDITIONAL REQUIREMENTS:** Must have completed the BASCC Comprehensive Child Care Components I and II (a certified teacher does not need to attend Component Training). In addition, at least ten (10) hours of approved BASCC Child Care training is required every year of employment. CPR/First Aid certification required for position and maintained. Computer skills required as needed for the position. Must be 18 years of age or older. Bilingual skills are preferred.  
**OR**  
Must have completed the Florida Department of Children and Families (My Florida) tree 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 ten (10) hours of approved BASCC Child Care training is required every year of employment. CPR/First Aid Certification is required for the position and must be maintained. Computer skills are required as needed for the position. Must be 18 years of age or older. | 6/19/2019              | Include tracking# with your cover letter/resume. | Current employees must provide personnel # Send Application, Resume & HS Diploma/GED to: Amy Winder 400 Indian Trace Weston 33326 |

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

**APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE**


**Child Care Monitor II**
- **Position**: Child Care Monitor II
- **Work Location**: Indian Trace Elementary
- **Education**: A standard high school diploma or an approved General Educational Development (GED) Testing Program.
- **Experience**: A minimum of one (1) year of documented experience and/or training working in a school-based after care program.
- **Additional Requirements**: Must have completed the BASCC Comprehensive Child Care Components I and II (a certified teacher does not need to attend Component Training). In addition, at least ten (10) hours of approved BASCC Child Care training is required every year of employment.
- **CPR/First Aid Certification** required for position and maintained. Computer skills required as needed for the position. Must be 18 years of age or older. Bilingual skills are preferred.

**OR**

Must have completed the Florida Department of Children and Families (My Florida) tree 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 ten (10) hours of approved BASCC Child Care training is required every year of employment. CPR/First Aid Certification is required for the position and must be maintained. Computer skills are required as needed for the position. Must be 18 years of age or older.

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Selected Candidates must provide official college transcripts if required for the position.

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**DEADLINE DATE**: JUNE 11, 2019

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