

PLEASE POST



AUGUST 28, 2017

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.htm
Broward County Public Schools Is An Equal Opportunity/Equal Access Employer

DEADLINE
DATE*
9/6/17

DEADLINE
DATE*
9/6/17

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.

Table with 4 columns: POSITION, WORK LOCATION, QUALIFICATIONS, and EFF. DATE * OF VACANCY. It lists two job openings: School Food Service and Facilities Serviceperson. The table includes detailed requirements for each position, such as education, experience, and additional requirements. It also includes a 'DEADLINE DATE*' of 9/6/17 and a note that 'HARD COPY RESUME ONLY' and 'EMAILS WILL NOT BE CONSIDERED'.

*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.

*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

NON-INSTRUCTIONAL VACANCIES (Cont.)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>**POSITIONS****WORK LOCATION****QUALIFICATIONS****EFF. DATE *
OF VACANCY****HARD COPY RESUME ONLY
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Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.39 - \$19.43 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80167468
Tracking#: NIS-28501
Location Number: 69608000

Custodial/Grounds Services

EDUCATION: Receipt of Special Diploma.**EXPERIENCE:** 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.**ADDITIONAL REQUIREMENTS:** 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.**EXPERIENCE:** No additional experience required.**ADDITIONAL REQUIREMENTS:** 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.

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Roy Norton
3897 NW 10th Avenue
Oakland Park 33309

Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.39 - \$19.43 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80004334
Tracking#: NIS-28514
Location Number: 63441000

Eagle Ridge Elementary

EDUCATION: Receipt of Special Diploma.**EXPERIENCE:** 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.**ADDITIONAL REQUIREMENTS:** 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.**EXPERIENCE:** No additional experience required.**ADDITIONAL REQUIREMENTS:** 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.

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send 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.**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.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**

NON-INSTRUCTIONAL VACANCIES (Cont.)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>**POSITIONS****WORK LOCATION****QUALIFICATIONS****EFF. DATE *
OF VACANCY****HARD COPY RESUME ONLY
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Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.39 - \$19.43 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80193386
Tracking#: NIS-28459
Location Number: 60131000

Gulfstream Academy of Hallandale

EDUCATION: Receipt of Special Diploma.**EXPERIENCE:** 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.**ADDITIONAL REQUIREMENTS:** 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.**EXPERIENCE:** No additional experience required.**ADDITIONAL REQUIREMENTS:** 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.

9/7/2017

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 33009

Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.39 - \$19.43 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80029964
Tracking#: NIS-28442
Location Number: 62721000

Ramblewood Elementary

EDUCATION: Receipt of Special Diploma.**EXPERIENCE:** 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.**ADDITIONAL REQUIREMENTS:** 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.**EXPERIENCE:** No additional experience required.**ADDITIONAL REQUIREMENTS:** 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.

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Maria Perez
8950 Shadowwood Boulevard
Coral Springs 33071

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NON-INSTRUCTIONAL VACANCIES (Cont.)

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Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>**POSITIONS****WORK LOCATION****QUALIFICATIONS****EFF. DATE *
OF VACANCY** **HARD COPY RESUME ONLY
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Facilities Serviceperson
(Night-Shift) (\$.35 Shift Differential)
(\$12.39 - \$19.43 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80202176
Tracking#: NIS-27862
Location Number: 62891000

Riverglades Elementary

EDUCATION: Receipt of Special Diploma.
EXPERIENCE: 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.
ADDITIONAL REQUIREMENTS: 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.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: No additional experience required.
ADDITIONAL REQUIREMENTS: 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.

9/7/2017
(Prev. Adv.)
Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Jo-Anne Misiewicz-Seltzer
7400 Parkside Drive
Parkland 33067

Facilities Serviceperson Aide
(Night-Shift) (\$.35 Shift Differential)
(\$11.17 - \$11.47 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80199701
Tracking#: NIS-28465
Location Number: 62741000

Maplewood 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.

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. 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.

9/7/2017
Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Leena Itty
9850 Ramblewood Drive
Coral Springs 33071

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NON-INSTRUCTIONAL VACANCIES (Cont.)

DATE*

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

DATE*

9/6/17

Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>

9/6/17

POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE *
OF VACANCYHARD COPY RESUME ONLY
EMAILS WILL NOT BE CONSIDERED

Facilities Serviceperson Aide
(Night-Shift) (\$.35 Shift Differential)
(\$11.17 - \$11.47 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80202730
Tracking#: NIS-28563
Location Number: 61051000

Sheridan Technical College

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.

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. 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.

9/7/2017

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

Warehouse Truck Driver
(\$19.29 - \$26.49 per hour)
(261 Day Calendar)
(8.0 hours per day)
Position#: 80019867
Tracking#: NIS-28518
Location Number: 69613000

Warehouse Services

EDUCATION: Standard high school diploma or satisfactory completion of any General Educational Development (GED) Testing Program
EXPERIENCE: Six (6) years of recent driving experience without an arrest and conviction of a moving violation. Six (6) months of driving experience in Broward County or verification of knowledge of Broward County streets and schools.
SPECIAL REQUIREMENTS: Must pass tests appropriate to the job. 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.

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED & proper Florida CDL with endorsements compatible with the assigned duties of The School Board of Broward County, Florida to:
Mary Coker
7720 W Oakland Park Blvd, Suite 323
Sunrise, FL 33351

Campus Monitor
(\$12.86 - \$19.71 per hour)
(186 Day Calendar)
(7.5 hours per day)
Position#: 80011868
Tracking#: NIS-28336
Location Number: 63651000

Dave Thomas Education Center

EDUCATION: A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
EXPERIENCE: Four (4) years of previous successful work experience to include one year of working with students.
SPECIAL QUALIFICATIONS: Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Tracy Lockhart-Talley
4690 Coconut Creek Parkway
Coconut Creek 33063

Campus Monitor
(\$12.86 - \$19.71 per hour)
(186 Day Calendar)
(7.5 hours per day)
Position#: 80176653
Tracking#: NIS-28560
Location Number: 60911000

Deerfield Beach Middle

EDUCATION: A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program.
EXPERIENCE: Four (4) years of previous successful work experience to include one year of working with students.
SPECIAL QUALIFICATIONS: Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.

9/8/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & HS Diploma/GED to:
Francine Baugh
701 SE 6 Avenue
Deerfield Beach 33441

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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>
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80002336 Tracking#: NIS-28495 Location Number: 60592000	Perry, Henry D. Education Center	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Bardetta Haygood 3400 Wildcat Way Miramar 33023
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80202650 Tracking#: NIS-28432 Location Number: 61881000	Pines Middle	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Carlton Campbell 200 NW Douglas Road Pembroke Pines 33024
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80202651 Tracking#: NIS-28433 Location Number: 61881000	Pines Middle	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Carlton Campbell 200 NW Douglas Road Pembroke Pines 33024
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80193452 Tracking#: NIS-28535 Location Number: 61451000	Plantation High	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Parinaz Bristol 6901 NW 16 Street Plantation 33313

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*SELECTED CANDIDATES: Must provide official college transcripts if submitting for a position or required for the position.

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NON-INSTRUCTIONAL VACANCIES (Cont.)

APPLICANTS ARE USUALLY HIRED AT THE MINIMUM PAY GRADE

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>
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.5 hours per day) Position#: 80126488 Tracking#: NIS-28512 Location Number: 61891000	Seminole Middle	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Kathryn Marlow 6200 SW 16 Street Plantation 33317
Campus Monitor (\$12.86 - \$19.71 per hour) (186 Day Calendar) (7.50 hours per day) Position#: 80072930 Tracking#: NIS-28407 Location Number: 60452000	Whiddon Rogers Education Center	<u>EDUCATION:</u> A standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Four (4) years of previous successful work experience to include one year of working with students. <u>SPECIAL QUALIFICATIONS:</u> Minimum age of 21 years old with a demonstrated ability to communicate and work effectively with students to analyze situations that relate to student activity and security. In the middle school and high school, a security specialist is required to be present before this position may be filled unless waived by the affected Cadre Director. In the elementary school, a School Campus Monitor can be employed without a security specialist being present. Bilingual skills preferred. Computer skills in such areas as word processing, spreadsheets and visual presentation preferred.	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Wylie L. Howard 700 SW 26 Street Fort Lauderdale 33315
General Clerk II (\$19,760 - \$30,296) (196 Day Calendar) (Grade 11) (7 hours per day) Position#: 80127007 Tracking#: NIS-27903 Location Number: 63642000	Gator Run Elementary	<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 related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Keith Peters 1101 Arvida Parkway Weston, FL 33326
General Clerk II (\$21,776 - \$33,387) (216 Day Calendar) (Grade 11) (7 hours per day) Position#: 80176925 Tracking#: NIS-28589 Location Number: 61881000	Pines Middle	<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 related work experience in position(s) requiring accuracy in checking, posting and counting. Previous job assignment performing simple and highly repetitive duties, following defined procedures. The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job. Bilingual skills preferred. Computer skills as required for the position	10/3/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Carlton Campbell 200 NW Douglas Road Pembroke Pines, FL 33024

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*SELECTED CANDIDATES: Must provide official college transcripts if submitting for a position or required for the position.

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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>
Secretary I (\$21,776 - \$33,387) (216 Day Calendar) (Grade 11) (7 hours per day) Position#: 80200734 Tracking#: NIS-28146 Location Number: 60221000	Croissant Park Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> No experience required <u>SPECIAL QUALIFICATIONS:</u> The ability to operate office equipment as related to the job, involving duties of a routine nature guided by standard practices. Bilingual skills preferred. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed-40; Accuracy-70	9/7/2017 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Michelle-Ann Allison 1800 SW 4th Avenue Fort Lauderdale, FL 33315
Library Media Clerk (\$21,211 - \$32,516) (196 Day Calendar) (Grade 12) (7 hours per day) Position#: 80000261 Tracking#: NIS-28538 Location Number: 63631000	Parkside Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Prefer one (1) year of school-based or other related work experience, which has provided knowledge of basic library practices/procedures, including the Dewey Decimal and library automation systems. Work experience should have demonstrated the ability to perform multiple and diverse duties following standard practices. Knowledge of library resources and databases preferred. <u>ADDITIONAL REQUIREMENTS:</u> Bilingual skills preferred. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed -40; Accuracy -70	9/1/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Laneia Hall 10257 NW 29th Street Coral Springs, FL 33065
Secretary II (\$28,686 - \$43,975) (248 Day Calendar) (Grade 13) (7 hours per day) Position#: 80202729 Tracking#: NIS-28564 Location Number: 61051000	Sheridan Technical College	<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 secretarial/clerical work experience. Broward County School District secretarial/clerical work experience preferred. Previous work experience should have demonstrated the ability to perform repetitive or routine duties following standard practices. <u>SPECIAL QUALIFICATIONS:</u> Considerable knowledge of business practices and department policies. Bilingual skills preferred. Computer skills as required for the position. Computer Keyboard Skills: Speed-40; Accuracy-70	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Thomas Moncilovich 5400 W Sheridan Street Hollywood, FL 33021
Secretary II (\$25,085 - \$38,456) (216 Day Calendar) (Grade 13) (7 hours per day) Position#: 80135254 Tracking#: NIS-28587 Location Number: 63971000	West Broward High	<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 secretarial/clerical work experience. Broward County School District secretarial/clerical work experience preferred. Previous work experience should have demonstrated the ability to perform repetitive or routine duties following standard practices. <u>SPECIAL QUALIFICATIONS:</u> Considerable knowledge of business practices and department policies. Bilingual skills preferred. Computer skills as required for the position. Computer Keyboard Skills: Speed-40; Accuracy-70	9/7/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Teresa Hall 500 NW 209th Avenue Pembroke Pines, FL 33029

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Veterans Preference Available: <http://www.broward.k12.fl.us/nis/employment/veterans.html>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE *
OF VACANCYHARD COPY RESUME ONLY
EMAILS WILL NOT BE CONSIDERED

Secretary III
(\$26,917 - \$41,258)
(216 Day Calendar) (Grade 14)
(7 hours per day)
Position#: 80202475
Tracking#: NIS-28549
Location Number: 63623000

Cypress Bay High

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: Three (3) years of related work experience. School district work experience preferred.
SPECIAL QUALIFICATIONS: 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

9/7/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume, HS Diploma/GED & Test Scores to:
Charles Neely
18600 Vista Park Boulevard
Weston, FL 33332

Micro-Computer Technical Specialist
(\$40,816 - \$62,562)
(248 Day Calendar) (Grade 18)
(7 hours per day)
Position#: 80202656
Tracking#: NIS-28556
Location Number: 62221000

Atlantic Tech College & Tech High

EDUCATION: An earned bachelor's degree from an accredited institution.
EXPERIENCE: One (1) year of experience and/or training in the field related to the title of the position.
OR
EDUCATION: An earned associates degree from an accredited institution.
EXPERIENCE: Three (3) years of progressively more responsible experience and/or training in the field related to the title of the position.
OR
EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: Five (5) years of progressively more responsible experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS: Demonstrated proficiency required in demonstrating and problem-solving the most current versions of applicable spread sheet, database and word processing applications in MS-DOS, Windows, and Macintosh. Requires the ability to install software, maintain client/server relationships and manage computer networks. Well developed communication skills and familiarity with Local Area Networks (LAN). Bilingual skills preferred. Computer skills as required for the position. The hiring administrator may specify additional preferred and appropriate qualifications as may be related to the job.

9/11/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Robert B. Crawford Jr.
4700 Coconut Creek Parkway
Coconut Creek, FL 33066

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