

PLEASE POST



AUGUST 31, 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*

9/20/17

DEADLINE

DATE*

9/20/17

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.

POSITION

WORK LOCATION

QUALIFICATIONS

EFF. DATE *

HARD COPY RESUME ONLY

OF VACANCY

EMAILS WILL NOT BE CONSIDERED

Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80188952 Tracking#: NIS-28600 Location Number: 63431000

Sawgrass Springs Middle

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

ADDITIONAL REQUIREMENT: The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

PREFERENCES:

EXPERIENCE: Prior experience working with children preferred.

PREFERRED: Bilingual skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:
James Cecil
12500 W Sample Road
Coral Springs 33065

***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>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE *
OF VACANCYHARD COPY RESUME ONLY
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Teacher Assistant, K-12/Exceptional Student Education (ESE)
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7.5 hours per day)
Position#: 80202906
Tracking#: NIS-28685
Location Number: 63431000

Sawgrass Springs Middle

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

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12500 W Sample Road
Coral Springs 33065

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Classroom Assistant - Pre-K/Pre-School
Exceptional Student Education (ESE)
(\$10.84 per hour)
(186 Day Calendar) (Grade 11)
(7.5 hours per day)
Position#: 80143196
Tracking#: NIS-28710
Location Number: 61851000

Royal Palm Elementary

EDUCATION: An earned associates degree from an accredited institution, OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. The ability to interact and communicate effectively with children. Computer skills required as needed for the position.

ADDITIONAL REQUIREMENTS: If additional hours of continuing education are mandated by program funding source they must be obtained within the required timeframe for continuing active employment in the position.

PREFERENCES:

EXPERIENCE: Prior experience working with children.
Bilingual skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to a Pre-K/Pre-School Exceptional Student Education (ESE) classroom with (ESE) students, may provide assistance, as required, with activities of daily living which may include any or all of the following by:
 - a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
 - b. providing mobility assistance including lifting, positioning or transferring student.
 - c. assisting with activities related to seizure control.
 - d. assisting with feeding needs, which may include suctioning.
 - e. assisting with adaptive equipment needs.
 - f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume.
Current employees must provide personnel #.
Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:
Ducarmel Augustin
1951 NW 56 Avenue
Lauderhill 33313

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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>
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) Position#: 80142753 Tracking#: NIS-28636 Location Number: 1931	Cooper City High	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> Prior experience working with children preferred.</p> <p><u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	9/22/2017	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:</p> <p>Wendy Doll 9401 Stirling Road Cooper City 33328</p>

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**

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Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80202276 Tracking#: NIS-28032 Location Number: 61291000	McFatter Tech College & Tech High	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u> <u>EXPERIENCE:</u> Prior experience working with children preferred. <u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <ol style="list-style-type: none"> 1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by: <ol style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	9/22/2017	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to: Jeanette L. Johnson 6500 Nova Drive Davie 33317</p>

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Classroom Assistant, K-12/Exceptional Student Education (ESE)
(\$10.84 per hour)
(186 Day Calendar) (Grade 11)
(7 hours per day)
Position#: 80197302
Tracking#: NIS-28159
Location Number: 61841000

Mirror Lake Elementary

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

ADDITIONAL REQUIREMENT: The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.

PREFERENCES:

EXPERIENCE: Prior experience working with children preferred.

PREFERRED: Bilingual skills.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

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- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:
Marlen Veliz
1200 NW 72 Avenue
Plantation 33313

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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>
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) (7 hours per day) Position#: 80183831 Tracking#: NIS-28290 Location Number: 62671000	Nob Hill Elementary	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> Prior experience working with children preferred.</p> <p><u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ol style="list-style-type: none"> assisting with personal hygiene and restroom functions, which may include diapering or catheterization. providing mobility assistance including lifting, positioning or transferring student. assisting with activities related to seizure control. assisting with feeding needs, which may include suctioning. assisting with adaptive equipment needs. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to: Jeannie Floyd 2100 NW 104 Avenue Sunrise 33322

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Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) (7 hours per day) Position#: 80199150 Tracking#: NIS-28596 Location Number: 60251000	Sunrise Middle	<p><u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.</p> <p><u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position.</p> <p><u>PREFERENCES:</u></p> <p><u>EXPERIENCE:</u> Prior experience working with children preferred.</p> <p><u>PREFERRED:</u> Bilingual skills.</p> <p><u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u></p> <p>1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:</p> <ul style="list-style-type: none"> a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills. 	9/22/2017	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to:</p> <p>Michael Walker 1750 NE 14 Street Ft Lauderdale 33304</p>

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Classroom Assistant, K-12/Exceptional Student Education (ESE)
(\$10.84 per hour)
(186 Day Calendar) (Grade 11)
(7 hours per day)
Position#: 80202851
Tracking#: NIS-28695
Location Number: 63001000

Walter C.young Middle

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

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PREFERENCES:

EXPERIENCE: Prior experience working with children preferred.

PREFERRED: Bilingual skills.

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Harold Osborn
901 NW 129 Avenue
Pembroke Pines 33028

***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>

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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

<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>
Classroom Assistant, K-12/Exceptional Student Education (ESE) (\$10.84 per hour) (186 Day Calendar) (Grade 11) (7.5 hours per day) Position#: 80202753 Tracking#: NIS-28551 Location Number: 63001000	Young, Walter C. Middle	<u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>REQUIRED:</u> Achieve a passing score on either the Para Pro Assessment Test or other officially sanctioned standard tests, which measure required reading and mathematics skills, to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. <u>ADDITIONAL REQUIREMENT:</u> The ability to interact and communicate effectively with children. Bilingual skills preferred. Computer skills required as needed for the position. <u>PREFERENCES:</u> <u>EXPERIENCE:</u> Prior experience working with children preferred. <u>PREFERRED:</u> Bilingual skills. <u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u> 1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by: a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or High School Diploma/GED & Para Pro. Test Results to: Harold Osborn 901 NW 129 Avenue Pembroke Pines 33028
Teacher Assistant, Bilingual (\$12.50 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position #: 80194601 Tracking #: NIS-27539 Location Number: 63301000	Endeavour Primary Learning Center	<u>EDUCATION:</u> An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution. <u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills. <u>PREFERENCES:</u> <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.	9/22/2017 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts to: Denise Lawrence 2701 NW 56th Avenue Lauderhill 33313

***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.**

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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>
Teacher Assistant, Bilingual (\$12.50 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80197402 Tracking#: NIS-27415 Location Number: 60531000	Miramar Elementary	<p><u>EDUCATION:</u> An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.</p> <p><u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills.</p> <p>PREFERENCES: <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred. Haitian/Creole speaking.</p>	9/22/2017 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts to: Joanne Schlissel 6831 SW 26 Street Miramar 33023
Teacher Assistant, Bilingual (\$12.50 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position #: 80193125 Tracking #: NIS-27249 Location Number: 63541000	Monarch High	<p><u>EDUCATION:</u> An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.</p> <p><u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.</p> <p style="text-align: center;">OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>REQUIRED:</u> Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills.</p> <p>PREFERENCES: <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred. Spanish or Portuguese speaking.</p>	9/22/2017 (Prev. Adv.)	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts to: James Neer 5050 Wiles Road Coconut Creek 33073

***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.

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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>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE * OF VACANCY HARD COPY RESUME ONLY
EMAILS WILL NOT BE CONSIDERED

Teacher Assistant, Bilingual
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7 hours per day)
Position#: 80181911
Tracking#: NIS-28701
Location Number: 60551000

Plantation Middle

EDUCATION: An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.

REQUIRED: Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #.
Send Resume & Copy of Official Transcripts to:
Sherri Wilson
6600 W Sunrise Boulevard
Plantation 33313

Teacher Assistant, Bilingual
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7.5 hours per day)
Position#: 80168081
Tracking#: NIS-28713
Location Number: 61851000

Royal Palm Elementary

EDUCATION: An earned associate degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.

REQUIRED: Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Ability to speak, read and write English and the language representative of the targeted English Language Learners (ELLs) population(s). Sensitive to other cultures. Ability to work with students. Computer skills. Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests, to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. Computer skills.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #.
Send Resume & Copy of Official Transcripts to:
Ducarmel Augustin
1951 NW 56 Avenue
Lauderhill 33313

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

Teacher Assistant, K-12/Exceptional Student Education (ESE)
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7.5 hours per day)
Position#: 80200752
Tracking#: NIS-28691
Location Number: 61791000

Apollo Middle

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Shawn Aycock
6800 Arthur Street
Hollywood 33024

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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>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE *
OF VACANCYHARD COPY RESUME ONLY
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Teacher Assistant, K-12/Exceptional Student Education (ESE)
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7 hours per day)
Position#: 80202713
Tracking#: NIS-28716
Location Number: 63441000

Eagle Ridge Elementary

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Rick Redshaw
11500 Westview Drive
Coral Springs 33076

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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>POSITIONSWORK LOCATIONQUALIFICATIONSEFF. DATE *
OF VACANCYHARD COPY RESUME ONLY
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Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.50 per hour) (186 Day Calendar) (Grade 13) (7 hours per day)
Position#: 80194678
Tracking#: NIS-28648
Location Number: 62691000

Morrow Elementary

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Laurel Crowle
408 SW 76 Terrace
North Lauderdale 33068

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

Teacher Assistant, K-12/Exceptional Student Education (ESE)
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7.5 hours per day)
Position#: 80202828
Tracking#: NIS-28692
Location Number: 61671000

Robert C. Markham Elementary

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.
OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Shedrick Dukes
1501 NW 15 Avenue
Pompano Beach 33060

***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.**

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

Teacher Assistant, K-12/Exceptional Student Education (ESE)
(\$12.50 per hour)
(186 Day Calendar) (Grade 13)
(7.5 hours per day)
Position#: 80202827
Tracking#: NIS-28696
Location Number: 61671000

Robert C. Markham Elementary

EDUCATION: An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution.

OR

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.

REQUIRED: Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate.

PREFERENCES:

EXPERIENCE: A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred.

EDUCATION: Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by:

- a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization.
- b. providing mobility assistance including lifting, positioning or transferring student.
- c. assisting with activities related to seizure control.
- d. assisting with feeding needs, which may include suctioning.
- e. assisting with adaptive equipment needs.
- f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.

9/22/2017

Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Shedrick Dukes
1501 NW 15 Avenue
Pompano Beach 33060

***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.**

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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>
Teacher Assistant, K-12/Exceptional Student Education (ESE) (\$12.50 per hour) (186 Day Calendar) (Grade 13) (7.5 hours per day) Position#: 80202830 Tracking#: NIS-28698 Location Number: 62831000	Western High	<u>EDUCATION:</u> An earned associates degree from an accredited institution OR at least 60 semester hours of earned college credit from an accredited institution. OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>REQUIRED:</u> Successful completion of the Teacher Assisting Curriculum at the designated technical college in the Broward County School District and achieve a passing score on the ParaPro Test, or other officially sanctioned standard tests to demonstrate the ability to assist in instructing reading/language arts, writing, and mathematics; or reading readiness, writing readiness, and mathematics readiness, as appropriate. <u>PREFERENCES:</u> <u>EXPERIENCE:</u> A minimum of two (2) years of demonstrated experience within the last five (5) years, in working with children preferred. <u>EDUCATION:</u> Six (6) earned semester hours in the area of Human Growth and Development is preferred. Bilingual skills preferred. <u>ESSENTIAL PERFORMANCE RESPONSIBILITIES:</u> 1. If assigned to ESE classroom with ESE students, may provide assistance, as required with activities of daily living which may include any or all of the following by: a. assisting with personal hygiene and restroom functions, which may include diapering or catheterization. b. providing mobility assistance including lifting, positioning or transferring student. c. assisting with activities related to seizure control. d. assisting with feeding needs, which may include suctioning. e. assisting with adaptive equipment needs. f. providing behavioral assistance, which may include utilizing positive crisis management (PCM) skills.	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & Copy of Official Transcripts or Teacher Assist. Cert & Para Pro. Test Results to: Jimmy Arrojo 1200 SW 136 Avenue Davie 33325
Library Media Clerk (\$21,211 - \$32,516) (196 Day Calendar) (Grade 12) (7 hours per day) Position#: 80186716 Tracking#: NIS-28688 Location Number: 60691000	Stirling 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	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Tamara Zaslow 5500 Stirling Road Hollywood, FL 33021
Information Management Technician (\$30,780 - \$47,180) (248 Day Calendar) (Grade 14) (7 hours per day) Position#: 80027189 Tracking#: NIS-28670 Location Number: 60561000	Norcrest Elementary	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Two (2) years clerical experience with a working knowledge of standard office practices and procedures. <u>REQUIREMENTS:</u> Must successfully complete Broward County Information Management Technician Training within the first 90 days of employment or the first available training class. Computer skills as required for the position. Must have passing test scores: Computer Keyboard Skills: Speed 40; Accuracy 70. <u>PREFERRED:</u> School-based office experience with periodic application of mathematical skills is preferred. Guide and communicate successfully with others. Bilingual skills preferred.	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume, HS Diploma/GED & Test Scores to: Kyna Duarte 3951 NE 16th Avenue Pompano Beach, FL 33064

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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>
Educational Interpreter for Deaf/Hard of Hearing I, II, III, IV (\$26,210 - \$40,178) (196 Day Calendar) (Grade 15) (7 hours per day) Position#: 80202731 Tracking#: NIS-28565 Location Number: 61051000	Sheridan Technical College	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Education Development (GED) Testing Program. <u>EXPERIENCE:</u> Three (3) years of experience providing interpretive services to the deaf and hard of hearing. Some experience with children who are deaf and hard of hearing preferred. <u>REQUIRED:</u> Demonstration of a minimum competency level based on performance standards developed by Broward County School District as evidenced by: Panel interview Code of Ethics - situational exercise Classroom skills - interpretive exercise AND Must be registered for standard certification screening before the end of the initial probationary period (131 days) for continued employment in the position. Must be 18 years of age or older. Computer skills as required for the position. <u>ADDITIONAL REQUIREMENTS:</u> Documentation of skill/competence in interpreting/transliterating on the Educational Interpreter Evaluation (EIE), Quality Assurance Screening (QA), Educational Interpreter Performance Assessment (EIPA), National Association of the Deaf (NAD) certification, Cued Speech Transliterating Skills Certificate (TSC), or Registry of Interpreters for the Deaf (RID) certification: Master Comprehensive Skills Certificate (MCSC), or Comprehensive Skills Certificate (CSC), or Certificate of Interpretation (CI), or Certificate of Transliteration (CT), or Oral Transliteration Certificate (OTC), or Oral Interpreting Certificate (OIC): Comprehensive (C), Spoken to Visible (S/V), or Visible to Spoken (V/S). Bilingual skills preferred. Computer skills as required for the position. <u>*SALARY NOTE:</u> Pay Grade 15 - \$24,297 - \$37,245 annually Pay Grade 16 - \$26,065 - \$39,961 annually Pay Grade 18 - \$30,024 - \$46,020 annually Pay Grade 20 - \$34,565 - \$52,990 annually	9/22/2017	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, FL 33021
Budget Support Specialist (\$40,816 - \$62,562) (248 Day Calendar) (Grade 18) (7 hours per day) Position#: 80182227 Tracking#: NIS-28659 Location Number: 69703000	Budget	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. At least sixty (60) semester college credit hours from an accredited institution <u>EXPERIENCE:</u> Minimum of five (5) years of experience and/or training in a field related to the title of the position OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Minimum of seven (7) years of experience and/or training in a field related to the title of the position. <u>ADDITIONAL REQUIREMENTS:</u> Must be able to analyze data and make rational decisions based on facts. Bilingual skills preferred. Computer skills as required for the position.	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Oleg Gorokhovskiy 600 SE 3rd Avenue, 9th Floor Fort Lauderdale, FL 33301
Budget Support Specialist (\$40,816 - \$62,562) (248 Day Calendar) (Grade 18) (7 hours per day) Position#: 80183830 Tracking#: NIS-28662 Location Number: 69703000	Budget	<u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. At least sixty (60) semester college credit hours from an accredited institution <u>EXPERIENCE:</u> Minimum of five (5) years of experience and/or training in a field related to the title of the position OR <u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program. <u>EXPERIENCE:</u> Minimum of seven (7) years of experience and/or training in a field related to the title of the position. <u>ADDITIONAL REQUIREMENTS:</u> Must be able to analyze data and make rational decisions based on facts. Bilingual skills preferred. Computer skills as required for the position.	9/22/2017	Include tracking# with your cover letter/resume. Current employees must provide personnel #. Send Resume & HS Diploma/GED to: Oleg Gorokhovskiy 600 SE 3rd Avenue, 9th Floor Fort Lauderdale, FL 33301

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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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<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>
Micro-Computer Technical Specialist (\$40,816 - \$62,562) (248 Day Calendar) (Grade 18) (7 hours per day) Position#: 80006971 Tracking#: NIS-28594 Location Number: 60452000	Whiddon Rogers Education Center	<p><u>EDUCATION:</u> An earned bachelor's degree from an accredited institution.</p> <p><u>EXPERIENCE:</u> One (1) year of experience and/or training in the field related to the title of the position.</p> <p>OR</p> <p><u>EDUCATION:</u> An earned associates degree from an accredited institution.</p> <p><u>EXPERIENCE:</u> Three (3) years of progressively more responsible experience and/or training in the field related to the title of the position.</p> <p>OR</p> <p><u>EDUCATION:</u> Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.</p> <p><u>EXPERIENCE:</u> Five (5) years of progressively more responsible experience and/or training in the field related to the title of the position.</p> <p><u>ADDITIONAL REQUIREMENTS:</u> 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.</p>	9/22/2017	<p>Include tracking# with your cover letter/resume. Current employees must provide personnel #.</p> <p>Wylie L. Howard 700 SW 26th Street Fort Lauderdale, FL 33315</p>

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