

DATE: 01/22/07

**NON-INSTRUCTIONAL JOB VACANCY ANNOUNCEMENTS
OFFICE OF HUMAN RESOURCES
MIAMI-DADE COUNTY PUBLIC SCHOOLS**

IMPORTANT NOTICE

Principals wishing to advertise vacant non-instructional positions in this job announcement should submit or fax their requests to the appropriate Access Center for approval. The Non-Instructional Personnel Requisition Form Number FM-0466 Rev.(05-00) should be used for this purpose. **Requests to advertise can be initiated four weeks prior to the effective date the positions will become vacant. Job vacancies must be posted at each work location for a period of one week. No vacancy should be filled until after the fifth working day following- advertising of the position.** For further information regarding this matter, please call (305) 995-7235.

Non-School site work locations are under a hiring freeze, except grant-funded positions. In the event that there is an urgent need for a work location to fill a full-time position due to safety and/or dire operational needs, this type of request should be submitted in writing to the appropriate member of the Superintendent's Cabinet for his/her review and recommendation. In turn, the recommendation will be submitted to Ms. Ofelia San Pedro, Deputy Superintendent, Business Operations.

Current employees and applicants who are interested in and qualified for the non-instructional positions listed below should telephone first for an appointment before going to an interview. Eligible employees must have an Application for Promotion/Transfer Form Number FM-0334 Rev. (01-00) on file in the Division of Non-Instructional Staffing, Suite 140. Prior to interviewing and selecting an employee for a position which would result in a promotion, principals and supervisors are to ascertain that the employee has satisfactorily met all the requirements for the position.

NOTICE TO APPLICANTS

The Division of Non-Instructional Staffing is now accepting employment applications for the following positions only:

- Bus Drivers
- Clerical/Secretarials
- Custodians
- Paraprofessionals
- Sign Language Interpreters
(Deaf/Hard of Hearing: Non-Certified, QA Level 1, 2, or 3, RID)
- Microsystems Technicians
- All Construction
- All Grounds

Applications for positions other than the ones referenced above will not be accepted unless a letter of intent to hire is presented with the application.

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XO-CONFIDENTIAL EXEMPT**PLEASE POST**

<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Administrative Secretary I (12 Mo. - Days) (Proficient in MS-Word, Excel, Access, Outlook, MSAF, TRVL & PARS. Must be able to multitask & have excellent written, oral communication & customer service skills; experience preferred) (Bilingual - English/Spanish preferred)	G	Specialized Programs-Charter Schools Operations	Ms. E. Garcia	(305) 438-2257
Executive Secretary II (12 Mo. - Days)	F	Office of Intergovernmental Affairs and Grant Administration	Ms. L. Del-Gado	(305) 995-1497
Executive Secretary I (12 Mo. - Days) (PARS, MSAF, Purchasing, Credit Card & excellent telephone & customer service skills; experience preferred) (Bilingual - English/Spanish preferred)	D	Building Operations	Ms. L. Roberts	(305) 995-1106
Executive Secretary I (12 Mo. - Days)	D	Facilities Operations, Maintenance	Ms. D. Pierre	(305) 995-7973

UTD

<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Maintenance Satellite Aide (12 Mo. - Days) (Assists staff in maintaining the day-to-day operation of Capital Task Force administrative activities)	23	Facilities Operations, Maintenance	Ms. D. Pierre	(305) 995-7973

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Deaf/Hard of Hearing QA and/or RID (10 Mo. - Days) (Graduation from high school or an equivalent recognized certificate. Completion of an interpreter preparation program or equivalent required. Ability to provide oral interpreting/ transliterating (expressive & voice) at the State Quality Assurance (QA) II Level. Ability to interpret/transliterate (expressive & voice) at a normal conversational rate, American Sign Language, Pidgin Sign language & Signing Exact English)	23	District Wide	Dr. D. Finley	(305) 995-1864
Secretary/Treasurer Elementary School (12 Mo. - Days)	22	Everglades K-8 Center	Dr. D. Tarver	(305) 264-4154
Secretary/Treasurer Elementary School (12 Mo. - Days)	22	Morningside Elementary	Ms. Jenkins	(305) 758-6741
Secretary/Treasurer Elementary School (12 Mo. - Days) (Interim)	22	Pine Villa Elementary	Ms. H. Vicente	(305) 258-5366

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Senior Secretary (12 Mo. - Days) (Word, Excel, Access, Wordperfect, Outlook, Intranet Web applications, PARIS, ISIS, TRVL, PARS, Purchase Orders & Contracts exp., pref.) (Bilingual - English/ Spanish and/or Haitian-Creole pref.)	21	Division of Advanced Academic Programs	Dr. L. Camps	(305) 995-1939
School Secretary (10 Mo. - Days)	20	J.R.E. Lee Opportunity School	Ms. M. Alvarez	(305) 661-1551
School Secretary (12 Mo. - Days) (Bilingual - English/ Spanish preferred)	20	Seminole Elementary	Ms. Z. Ortiz	(305) 261-7071 ext. 112
Elementary School Assistant (12 Mo. - Days) (Bilingual - English/ Spanish and/or Haitian-Creole pref.)	20	Campbell Drive Elementary	Ms. A. Othon	(305) 245-0270
Data Input Specialist II (12 Mo. - Days) (Bilingual - English/ Spanish preferred)	19	Hialeah Gardens Elementary	Ms. Veras	(305) 827-8830
Data Input Specialist II (12 Mo. - Days)	19	Orchard Villa Elementary	Ms. Martin	(305) 754-0607
Data Input Specialist II (12 Mo. - Days) (Internal Funds experience preferred) (Bilingual - English/ Spanish preferred)	19	Miami Palmetto Senior	Ms. H. Longest and/or Ms. M. Dozo	(305) 235-1360 ext. 2233 or 2299

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Data Input Specialist II (12 Mo. - Days) (Bilingual - English/ Spanish preferred)	19	Miami Sunset Senior	Ms. M. Garcia	(305) 385-4255 ext. 2261
Community School Specialist (12 Mo. - Days) (Bookkeeping, MSAF, deposits, collections & office skills; exp., pref.) (Bilingual - English/ Spanish preferred)	19	Royal Green Elementary	M. P. Payano	(305) 221-4452
School Clerk II (10 Mo. - Days)	18	Miami Springs Middle	Ms. A. Velasquez	(305) 688-6457
School Clerk II (12 Mo. - Days) (Computer literacy, ISIS, Word, Excel & excellent communication & organization skills; experience preferred) (Bilingual - English/ Spanish preferred)	18	Pre-K Diagnostic Team/Riviera Middle	Ms. M. Ribeiro	(305) 275-3710
School Clerk II (12 Mo. - Days) (Interim)	18	Dr. Michael M. Krop Senior	Ms. J. Martin	(305) 652-6808
School Clerk II (10 Mo. - Days)	18	Miami Lakes Educational Center/High School	Ms. S. Cox	Please fax resumé to (305) 364-9279
School Clerk II (12 Mo. - Days) (Bilingual - English/ Spanish preferred)	18	Barbara Goleman Senior	Ms. J. Ingram	(305) 362-0678

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Copymachine Operator I (12 Mo. - Days) (Excellent communication skills; experience preferred) (Bilingual - English/ Spanish preferred)	16	Regional Center I	Ms. S. Stevens	(305) 687-6565
Office Assistant I (12 Mo. - Days)	15	John F. Kennedy Middle	Ms. P. Wix	(305) 947-1451
Paraprofessional - I (General) (10 Mo. - Days) (Bilingual - English/ Spanish preferred) (Interim)	07	Paul W. Bell Middle	Ms. F. Mundo	(305) 220-2075
Paraprofessional - I (General) (10 Mo. - Days)	07	Miami Senior	Ms. G. Garcia	(305) 649-9800
Paraprofessional - I (Therapeutic) (10 Mo. - Days)	07	Bunche Park Elementary	Ms. Mitchell	(305) 621-1469
Paraprofessional - I (Behavioral) (P) (10 Mo. - Days) (Bilingual - English/ Spanish preferred)	07	Ronald W. Reagan/Doral Senior	Mr. L. Torres	(305) 805-1900
Paraprofessional - I (Behavioral) (P) (10 Mo. - Days)	07	Robert Renick Educational Center	Ms. L. Humphrey	(305) 624-1171
Paraprofessional - I (Behavioral) (10 Mo. - Days) (Bilingual - English/ Spanish preferred)	07	Miami Douglas MacArthur Senior	Ms. L. Serrano	(305) 279-5422 ext. 2204
Paraprofessional - I (Pre-K) (10 Mo. - Days) (Interim)	07	Tropical Elementary	Dr. M. Balsera	(305) 221-0284

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Paraprofessional - I (Pre-K) (10 Mo. - Days)	07	Dorothy M. Wallace C.O.P.E. Center South	Ms. J. Vassall	(305) 233-1044
Paraprofessional - I (Bilingual) (10 Mo. - Days) (Bilingual - English/ Haitian-Creole pref.)	07	John F. Kennedy Middle	Mr. W. Aristide	(305) 947-1451
School Security Monitor (10 Mo. - Days) (Interim)	07	Southwood Middle	Mr. S. Brenlla	(305) 251-5361
School Security Monitor (10 Mo. - Days)	07	West Miami Middle	Ms. A. Martin	(305) 261-8383

AFSCME

<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Food Service Manager III (10 Mo. - Days) (High school diploma or GED, 3 years of food service exp., & successful completion of M-DCPS food service manager intern program required) (Bilingual - English/ Spanish preferred)	30	Riverside Elementary	Ms. L. Glidden	(786) 275-0400
Food Service Manager III (10 Mo. - Days) (High school diploma or GED, 3 years of food service exp., & successful completion of M-DCPS food service manager intern program required) (Bilingual - English/ Spanish preferred)	30	Ernest R. Graham Elementary	Mr. S. Jackson	(786) 275-0400

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Grounds Technician Inspector (12 Mo. - Days) (High school diploma or equivalent with an Associate degree in Horticulture, Landscape Architecture, or related field, & (3) years of related exp., or high school diploma or equivalent & (6) years working in the landscape maintenance field, with specific exp., in the maintaining of athletic fields in a supervisory capacity that would provide the required knowledge & abilities. Knowledge of horticulture, landscaping & grounds keeping techniques. Knowledge of South Florida plant materials & best practices to keep them healthy & aesthetically pleasing. Must possess a valid Florida CDL Class B driver's license. Ability to supervise record keeping & prepare reports using Word, Excel & related software. Ability to interpret & follow oral & written instructions, plans, sketches, drawings, blueprints, as well as State & federal regulations on various sprays & chemicals. Ability to plan, assign & coordinate a variety of maintenance projects)	30	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Environmental Hazardous Material Inspector (12 Mo. - Days) (Bachelor's degree with specialization in environmental science, biology, chemistry or related field & (2) years exp., with hazardous waste & minimization programs or High School Diploma & (5) years exp., with hazardous waste & minimization programs. Ability to operate an Atomic Absorption Photometer. Ability to assist in formulating & maintaining large budgets. Must be familiar with the SURPERFUND amendments & Reauthorization Act (SARA TITLE III) & the toxicity characteristic rule. Ability to communicate effectively in both written & oral form)	29	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978
Computer Specialist (12 Mo. - Days) (Computer Specialist (12 Mo. - Days) (Associate of Science in computer or digital electronics & technology with 3 years exp. in electronics, network or computer repair & pass M-DCPS Technical Screening) (Bilingual - English/ Spanish preferred)	28	Madison Middle	Ms. Sarduy	(305) 836-2610

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Computer Specialist (12 Mo. - Days) (See above for req.) (Temporary)	28	Miami Edison Middle	Ms. N. Allen	(305) 754-4683
Vehicle Mechanic (12 Mo. - Days) (Written evidence of graduation from high school or equivalent; ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (5) years of diversified exp., as a mechanic repairing heavy-duty trucks, buses or automobiles or (2) years of such exp., plus a successful completion of (6) automotive or heavy- duty truck sections of the Automotive Service Excellence (ASE) certification. The Office of Facilities Operations requires possession of a valid Florida CDL Class A driver's license. The Department of Transportation requires possession of a valid Florida CDL Class B driver's license with a passenger endorsement. New hires & Probationary employees have ninety (90) days to obtain license. Satisfactory completion of a physical examination prior to hire date)	26	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
<p>Foreperson - Material Handling (12 Mo. - Days) (Graduation from high school or an equivalent recognized certificate. Four (4) years exp., in material handling & processing, inventory management or related work, with some exp., in a large scale computer-based materials management & distribution system. Possession of a valid Florida Class E driver's license. Must be able to operate medium duty vehicles including fork-lifts, hand trucks & pallet jacks)</p>	26	Maintenance Materials Management	Ms. B. Carlos	(305) 995-7750
<p>Sprinkler Mechanic (12 Mo. - Days) (Completion of 8th grade or demonstrated ability to read, write & understand written instructions. High school graduation or equivalent is pref.) Two years exp. in the repair & installation of pumps, irrigation systems & components or related training & exp. Knowledge of hydraulic & electrical control systems; knowledge of plumbing techniques involved with capital PVC & galvanized piping systems; knowledge of repair techniques utilized in the repair & overhaul of irrigation pumps & motor controls. Possession of a valid Florida Class E driver's license is required. Satisfactory completion of a physical examination prior to hire date)</p>	25	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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Equipment Mechanic II (12 Mo. - Days) (Graduation from high school or an equivalent recognized certificate. Completion of vocational or technical coursework in electrical or electronic & mechanical equipment repair. Considerable work exp., in the installation, repair, & maintenance of a wide variety of electro-mechanical equipment & fixtures. Possession of a valid Florida Class D driver's license. Satisfactory completion of a physical examination prior to hire date)	25	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978
Playground Equipment Installer/Mechanic (12 Mo. - Days) (Completion of eighth grade & demonstrated ability to read, write & understand written instructions. High school diploma or equivalent is pref. Ability to perform moderately complex mathematical computations. (2) years exp., laying-out, constructing, & repairing playground equipment or related work exp. Possession of a valid Florida CDL Class A driver's license. Satisfactory completion of a physical examination prior to hire date)	25	Facilities Operations, Maintenance	Ms. M. Robleto	(305) 995-7255

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Heavy Equipment Operator III (12 Mo. - Days) (High school graduate or equivalent is preferred. Completion of the eight grade & demonstrated ability to read, write & understand oral & written instructions. (3) years exp., in the operation of construction equipment. Possess a working knowledge of roadway & paving construction methods & procedures. Possession of a valid Florida CDL Class A driver's license. Satisfactory completion of a physical examination prior to hire date)	24	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978
Food Service Manager I (10 Mo. - Days) (High school diploma or GED, 3 years of food service exp., & successful completion of M-DCPS food service manager intern program required) (Bilingual - English/ Spanish preferred)	24	Ruth K. Broad/ Bay Harbor Elementary	Ms. T. Sharp	(786) 275-0400

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Microsystems Technician (12 Mo. - Days) (2 years exp. in operating microcomputers & related peripheral equipment including (1) year exp. in technical support of small/intermediate local area network & qualified applicants will be interviewed by the M-DCPS district technical panel & placed in a pool of eligible candidates)	23	District-Wide	Ms. Rodgers	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd #140 Miami, FL 33132
Head Custodian (12 Mo. - Days)	22	Regional Center V	Ms. G. Rivera	(305) 595-7022
Head Custodian (12 Mo. - Evenings)	22	Palmetto Elementary	Ms. T. Bacso	(305) 238-4306
Tractor Mower Operator (12 Mo. - Days) (Completion of 8 th grade & demonstrated ability to read, write & understand written instructions. High School diploma or equivalent is pref. Exp. in the operation of commercial farm tractors or related equipment . Possession of a valid Florida CDL Class A driver's license. Satisfactory completion of a physical examination prior to hire date)	20	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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Fence Installer (12 Mo. - Days) (High school diploma or an equivalent recognized certificate. Ability to perform moderately complex mathematical computations. Exp., in fence layout, erection, & repair. Possession of a valid Florida CDL Class B driver's license is required. Satisfactory completion of a physical examination prior to hire date)	20	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978
Maintenance Tree Worker (12 Mo. - Days) (Completion of eighth grade & demonstrated ability to read, write & understand simple written instructions. High school graduate or equivalent is pref. A minimum of (6) months documented exp., in tree surgery work or related exp. Possession of a valid Florida CDL Class A driver's license is req. Satisfactory completion of a physical examination prior to hire date)	20	Facilities Operations, Maintenance	Ms. M. Robleto	(305) 995-7255

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Maintenance Worker II (12 Mo. - Days) (Completion of eighth grade & demonstrated ability to read, write & understand written instructions. High school diploma or equivalent is pref. (6) months exp., in general construction or facilities grounds maintenance. Possession of a valid Florida CDL Class B driver's license with air brake endorsement. Satisfactory completion of a physical examination prior to hire date)	19	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978
Material Handler II (12 Mo. - Days) (Completion of eighth grade & demonstrated ability to read, write & understand instructions. High school diploma or equivalent preferred. Exp., in materials handling, inventory management or related work. Possession of a valid Florida Class E driver's license)	18	Maintenance Materials Management	Ms. B. Carlos	(305) 995-7750
Lead Custodian (12 Mo. - Evenings)	18	Blue Lakes Elementary	Ms. J. Spratt	(305) 271-7411 ext. 112
Lead Custodian (12 Mo. - Evenings)	18	Brentwood Elementary	Ms. M. Littlejohn	(305) 624-2657
Lead Custodian (12 Mo. - Evenings)	18	Flagami Elementary	Ms. E. Noriega	(305) 261-2031
Lead Custodian (12 Mo. - Evenings)	18	Miami Shores Elementary	Ms. J. Davis	(305) 758-5525

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Lead Custodian (12 Mo. - Evenings)	18	D.A. Dorsey Educational Center	Mr. G. Florestal	(305) 693-2490
Custodian (12 Mo. - Evenings)	14	Coral Gables Elementary	Ms. C. Cerra	(305) 448-1731
Custodian (12 Mo. - Days)	14	Orchard Villa Elementary	Ms. Martin	(305) 754-0607
Custodian (12 Mo. - Evenings)	14	Pinecrest Elementary	Mr. M. Gibson	(305) 667-5579
Custodian (12 Mo. - Evenings)	14	John I. Smith Elementary	Ms. M. Rodriguez	(305) 406-0220
Custodian (12 Mo. - Evenings)	14	Ruben Dario Middle	Ms. R. Lugo	(305) 226-0179
Custodian (12 Mo. - Evenings)	14	Glades Middle	Mr. E. Siles	(305) 271-3342
Custodian (12 Mo. - Evenings)	14	Miami Edison Middle	Ms. N. Allen	(305) 754-4683
Custodian (12 Mo. - Evenings)	14	Country Club Middle	Ms. M. Pino	(305) 820-8800
Custodian (12 Mo. - Evenings)	14	John A. Ferguson Senior	Mr. S. Conyers	(305) 408-2700
Custodian (12 Mo. - Days)	14	Building Operations	Ms. L. Roberts	(305) 995-1106

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School Bus Driver (10 Mo. - Days) (Must have a valid Florida driver's license, held a driver's license for 5 years and acceptable driving record)	U3	Department of Transportation	Ms. Robleto	Must apply in person: <u>Non-Instructional Staffing</u> 1500 Biscayne Blvd#140 Miami, Fl. 33132 <u>or</u> any of these <u>Transportation Centers</u> Central East Center 7009 SW 4 th St. North Center 16150 NW 42 nd Ave. Northwest Center 9900 NW South River Dr. South Center 24601 SW 160 Ave. Central West Center 13775 NW 6 th St. Northeast Center 5901 NW 27 th Ave. Southwest Center 15501 SW 117 th Ave. Jack Schee Center 12525 NW 28 th Ave.

M-DCPS is now accepting applications for trades and grounds positions.

The following skilled trades' applicants are eligible for a salary incentive of approximately 5% of the base salary!

Trades eligible for incentive are:

A/C Refrigeration Mechanics

Carpenters

Electricians

Plumbers

Roofers

Please contact Mr. Rolando Contreras at 305-995-7255 for application and additional information.

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Zone Mechanic (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Four (4) years of diversified on-the-job exp., in an appropriate trade speciality of which (6) months must be as a licensed Journey person. Possession of a valid Certificate of Competency as a licensed Journey person from either Miami- Dade, Broward, Collier, Monroe or Palm Beach County <u>or</u> a minimum of (6) months of exp., as an M-DCPS Journey person (Mechanic II-DSCMEC) Successful completion of the applicable M-DCPS entry test & skill test. Possession of a valid State of Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. D. Pierre	(305) 995-7973

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Glazier II (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write and understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the glazier trade, including either (2) years exp., as a Journeyperson or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. D. Pierre	(305) 995-7973

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Building Code Inspector (Electrical) (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to communicate effectively in both oral & written forms. Acceptable written evidence of a minimum of (6) years of diversified exp., in construction trade (i.e. sheet metal, carpentry, electrical, air conditioning, plumbing, painting, roofing, & heat systems) including (2) years of documented Journeyperson level exp., & (1) year of documented exp., directing work of Journeyperson. For applicable trades, possession of a valid Personal Certificate of competency as a Journeyperson or Master issued by Miami-Dade, Broward, Monroe, Collier, or Palm Beach County. For applicable trades, possession of a valid license/certificate for Building code Inspector/ Plans Examiner as described in State Statues 468.603, 468.604, 468.607, and 468.609. Knowledge of building plans, materials, specifications & construction. Required to work overtime, evenings, weekends & holidays. Possession of a valid Florida Class E driver's license. Required to use personal vehicle to travel to & between work sites. Satisfactory completion of a physical examination prior to hire date) (Bilingual - English/ Spanish preferred) (2 positions)	HO	Educational Facilities Code Compliance	Mr. G. Coulton	(305) 995-4780

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Foreperson-Project Specialist (Mechanical) (12 Mo. - Days) (See above for req.)	HO	Facilities Operations, Maintenance - RMAC 4	Ms. C. Richardson	(305) 995-7978
Foreperson - Electrician (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of successful completion of an approved formal training program that includes work exp., in this trade & two (3) years exp., as a Journeyman plus a minimum of (1) year exp., directing Journeyman-led work crews <u>or</u> (6) years of diversified exp., in the electrical trade which includes (3) years exp., as a Journeyman plus a minimum of (1) year exp., directing Journeyman-led work crews. A valid certificate of Competency is required as a Licensed Journeyman from Miami-Dade, Broward, Monroe, Collier or Palm Beach County. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date) (2 positions)	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Foreperson - Carpenter (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (6) years of diversified exp., in the carpentry trade, including (3) years exp., as a Journeyperson plus a minimum of (1) year exp., directing Journeyperson-led work crews. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire) (2 positions)	HO	Facilities Operations, Maintenance - Capital Task Force	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Foreperson - Plumbers (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (6) years of diversified exp., in the plumbing trade, including (3) years exp., as a licensed Journeyman plys a minimum of (1) year exp., directing Journeyman-led work crews. Possession of a valid Certificate of Competency as a Licensed Journeyman in this trade from Miami- Dade, Broward, Monroe, Collier or Palm Beach County. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Carpenter II - Ceiling (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the carpentry trade, including either (2) years exp., as a Journey person installing ceiling systems or successful completion of an acceptable formal training program. Successful completion of the applicable M-DCPS skills test. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. D. Pierre	(305) 995-7973

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Foreperson Painters (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of successful completion of an approved formal training program that includes work exp., in this trade & (3) years of exp., as a Journey person plus a minimum of (1) year exp., directing Journey person-led work crews <u>or</u> (6) years of diversified on-the-job exp., in the trade, including (3) years exp., as a Journey person plus a minimum of (1) year exp., directing Journey person-led work crews. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Pipe Fitter - Gas Systems Mechanic II (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the gas-systems trade, including either (2) years exp., as a licensed Journey person or successful completion of the M-DCPS Trainee Career Development Program or successful completion of an acceptable formal training program. Possession of a valid Certificate of Competency from Miami- Dade, Broward, Monroe, Collier or Palm Beach County as a licensed Journey person in plumbing/gas fitting, or other mechanical trade for which gas fitting is a required component for the Certificate of Competency testing process or either as a licensed Journey person or general contractor in liquified petroleum gas. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Carpenter II (Journeyperson) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the carpentry trade, including either (2) years exp., as a journeyperson or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D and Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Electrician II (Journey person) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the electrical trade, including either (2) years exp., as a licensed Journey person or successful completion of an acceptable formal training program. Possession of a valid Certificate of Competency as a Licensed Journey person in this trade from Miami- Dade, Broward, Monroe, Collier or Palm each County. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D or Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Mason II (Journeyperson) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the masonry trade, including either (2) years exp., as a Journeyperson or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D or Class E driver's license. Satisfactory completion of a physical examination prior to hire)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Plumber II (Journey person) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the plumbing trade, including either (2) years exp., as a licensed Journey person or successful completion of an acceptable formal training program. Possession of a valid Certificate of Competency as a Licensed Journey person in this trade from Miami- Dade, Broward, Monroe, Collier or Palm Beach County. Successful completion the applicable trade M-DCPS skills test. Possession of a valid Florida Class D or Class E driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Refrigeration Mechanic II (Journey person) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the refrigeration trade, including either (2) years exp., as a licensed Journey person or successful completion of the M-DCPS Trainee Career Development Program or successful completion of an acceptable formal training program. Possession of a valid Certificate of Competency as a Licensed Journey person in this trade from Miami-Dade, Broward, Monroe, Collier or Palm Beach County. Possession of a "Universal" certification issued under the authority of the Environmental Protection Agency for the servicing of all types of air conditioning and refrigeration equipment. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida driver's license Class D and Class E. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Carpenter II - Mill (Journeyperson) (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of four (4) years of diversified exp., in the millwork trade, including either two (2) years exp., as a Journeyperson or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D driver's license. Satisfactory completion of a physical examination prior to hire)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Insulation Worker (12 Mo. - modified work schedule which may include weekends and nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the insulating trade, including either (2) years exp., as a licensed Journey person or successful completion of an acceptable formal training program. Possession of a valid Certificate of Competency as a Licensed Journeyperson in this trade from Miami-Dade, Broward, Monroe, Collier, or Palm Beach County. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Roofer II (Journey person) (12 Mo. - modified work schedule which may include weekends and nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp. in the roofing trade, including either (2) years exp. . as a licensed Journey person or successful completion of the M-DCPS Trainee Career Development Program or successful completion of an acceptable formal training program. Possession of a valid Florida Class E drivers' license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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Locksmith Carpenter (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the locksmith-carpentry trade, including either (2) years exp., as a Journey person or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D driver's license. Satisfactory completion of a physical examination prior to hire date)	HO	Facilities Operations, Maintenance	Ms. Robleto	Must apply in person: Non-Instructional Staffing 1500 Biscayne Blvd#140 Miami, FL 33132

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
Carpenter II - Floor (12 Mo. - modified work schedule which may include weekends & nights) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the carpentry trade, including either (2) years exp., installing carpet & floor tiles as a Journey person or successful completion of the M-DCPS Trainee Career Development Program or successful completion of an acceptable formal training program. Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D or Class E driver's license. Satisfactory completion of a physical examination prior to hire)	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

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<u>JOB TITLE</u>	<u>GRADE</u>	<u>LOCATION</u>	<u>PERSON TO CONTACT</u>	<u>TELEPHONE</u>
<p>Welder II (Journey person) (12 Mo. - Days) (Written evidence of graduation from high school or equivalent. Ability to read, write & understand oral & written instructions. Acceptable written evidence of a minimum of (4) years of diversified exp., in the welding trade, including either (2) years exp., as a certified Journey person welder <u>or</u> successful completion of an acceptable format training program. Possession of an acceptable Welding Certificate from a qualified testing source in accordance with the American Welding Society (AWS) standards for testing, in either position (a) 2G (horizontal) & 5G (vertical) or (b) 6G - inclined (45"). Successful completion of the applicable trade M-DCPS skills test. Possession of a valid Florida Class D or Class E driver's license. Satisfactory completion of a physical examination prior to hire date)</p>	HO	Facilities Operations, Maintenance	Ms. C. Richardson	(305) 995-7978

**DEADLINE FOR ADVERTISING POSITIONS IN THE WEEKLY READER
ARE WEDNESDAY'S AT **3:00P.M.****

INTERNET ACCESS

To view the weekly job listing of Non-Instructional Job Announcements you must access M-DCPS homepage as follows:

Address: **Http://jobs.dadeschools.net**

Click on: **Weekly Reader**

Minimal Job Qualifications and Salary Information can be accessed by our website at <http://jobs.dadeschools.net> click on Non-Instructional then click on Job Descriptions for Non-Instructional positions.

NOTE:

You must have “**Adobe Acrobat Reader**” installed on your computer in order to view the job listing. A link to the Acrobat homepage has been provided for your convenience to download and install the reader software. Just click on the Acrobat Reader logo and follow the instructions at the bottom of the page.

“NO CHILD LEFT BEHIND ACT OF 2001”

Please be reminded that Section 1119 of “The No Child Left Behind Act of 2001”, (NCLB) requires that paraprofessionals hired prior to January 8, 2002, involved in instructional duties have until June 30, 2007 in which to meet one of the following criteria in order to be considered “Highly Qualified Paraprofessional” (HQP):

- Complete at least 60 college credit hours at an institution of higher learning; or
 - Obtain an Associate’s degree (AA) or higher; or
- Successfully complete a State or local assessment (ParaPro Assessment Test with a score of 456 or higher)