



New Application Link! careers.fcps.edu

Submit a resume using the online Resume Builder or insert an existing resume.

If you need assistance with this process, please call HR Client Services at 571-423-3000 or 1-800-831-4331.

Computers are available for your use during business hours at: Department of Human Resources 8115 Gatehouse Road Falls Church, VA 22042

Use Career Quest to...

- Update and edit your resume at any time
- Save jobs to a personal folder
- Create job searches and receive automatic e-mails with job postings
- View your active applications

Additional Information...

Resumes must be updated every six months to remain active.

FCPS Job Specifications are available on the web at www.fcps.edu/DHR/jobspecs

Next Steps...

All applicants will receive immediate confirmation when applying for positions. First-time instructional applicants will receive information on how to access TeacherInsight, an online automated interview.



Important Application Notice

All applicants are required to create an account and submit a resume through Career Quest at <http://careers.fcps.edu>. Existing paper applications are no longer considered. Computer assistance for creating an account is available at the Department of Human Resources during business hours.

Qualifications

In those positions stating that a degree is required for qualification, education and experience will be considered in lieu of a degree.

SUPERINTENDENT'S OFFICE & SCHOOL-BASED ADMINISTRATION

Assistant Superintendent, Special Services LT-01

Superintendent's Office, Gatehouse Administration Center I (Open Until Filled) 257BR

Description: Plans, directs, manages, and evaluates all FCPS Department of Special Services programs, services, and personnel to include offices responsible for alternative programs, special education, student services, and program support services; and serves as liaison between the School Board, community groups, and the Department of Special Services.

Qualifications: Postgraduate Professional License (master's degree with doctorate preferred) in school administration, special education or related field with endorsement(s) in field(s) of specialization and appropriate supervisory and/or administrative endorsements, plus eight years of progressively more responsible experience supervising or administering one or more of the following program areas: special education programs and services, alternative programs, program support services, and student services. Knowledge of the principles, practices, methods, and current trends of school administration as applied to special education programs, alternative programs, and student services.

Director, Student Activities, High/Secondary School US-27 West Springfield High 255BR

Description: Plans and directs a high school athletic, physical education, and non-athletic student activities program; and supervises athletic coaches and activity sponsors.

Qualifications: Postgraduate Professional License with endorsements in administration and supervision preK-12 plus six years' progressive experience in teaching, some to include teaching secondary subjects or equivalent experience. Coaching or directing athletic or non-athletic activities preferred. Knowledge of the philosophy, practices, and organizational structure of a comprehensive student activities program. Skill in oral and written communications. Ability to plan, organize, and direct athletic, physical education, and non-athletic student activities programs and community activities.

Assistant Principal I/II, High/Secondary School US-25/27 Westfield High 252BR

Description: Assists with the planning, assessment, instructional leadership, communication, community relations, and safety and administrative management required to manage the instructional and special programs, organization, and facilities of assigned high school.

Qualifications: Must hold or be eligible for Postgraduate Professional License with endorsements as a secondary school principal or in administration and supervision preK-12, plus five years' progressive secondary school level teaching and leadership experience, or equivalent experience.

Knowledge of principles and practices of modern public school secondary education and an ability to apply them to the needs of the school. Skill in oral and written communications. Ability to plan, organize, and coordinate high school or adult education level instructional programs and services. Ability to supervise programs and evaluate the work of instructional and support staff.

Resumes for jobs posted in this issue must be submitted by July 9, 2008

Ability to develop effective working relationships with students, staff, and the community.

FACILITIES & TRANSPORTATION SERVICES

Plant Operations Monitor US-18 Facilities Management Sideburn Center 256BR

Description: Monitors the plant operations section budget, all related contracts, the supply requisition formula, and all school and department custodial supply requests; and manages section credit card account and small purchases.

Qualifications: High school graduation plus six years' progressive experience in the supervision of building service personnel, two years as a building supervisor at a school. Knowledge of plant operations, building service requirements, and the proper use and care of equipment and supplies. Knowledge of personnel and administrative policies and procedures. Skill in oral and written communications. Ability to establish and maintain working interpersonal relationships.

Administrative Building Support I US-10

Special Education, Devonshire Center (Readvertisement) 145BR

Description: Provides oversight of contracted cleaning services in FCPS administrative buildings; provides custodial services as required; and assists building senior management with logistical tasks.

Qualifications: Tenth grade completion, plus two years' progressive experience in public building custodial work. Knowledge of the methods, materials, and equipment used in custodial work. Ability to read and write English and to understand and follow simple oral and written directions. Ability to get along well with students, officials, and the general public. Sufficient strength, agility, and dexterity to perform tasks. Ability to work out of doors in a variety of temperatures and climatic conditions. Ability to supervise the work of a small group of custodial subordinates. Successful completion of the Custodial Certification Course provided by the plant operations section must be accomplished prior to or within 12 months of appointment.

FINANCIAL SERVICES

Warehouse Worker-Driver I/II/III US-10/11/12

Procurement Services, Forte Center 250BR

Description: Performs routine manual work associated with receiving, warehousing, issuing, and/or delivering supplies, materials, and equipment; may operate and maintain a truck; and performs related duties as required or assigned.

Qualifications: High school graduation plus two years' progressive experience in warehouse operations and/or delivery. Knowledge of modern warehouse practices and procedures. Ability to take an accurate overall inventory of a variety of supplies and equipment and to keep current records. Sufficient strength and dexterity to lift, move, load, and unload food and/or supplies and equipment, manually or with mechanical assistance. Dexterity necessary to perform all required tasks including lifting, stooping, bending, and working in tiring and uncomfortable positions and in hot or cold temperatures. Ability to operate a truck and to make deliveries of merchandise. Ability to follow oral and written instructions. Familiarity with automated data processing systems and supporting software as related to electronic warehousing. Possession of an appropriate, valid motor vehicle operator's license and ability to obtain a CDL-B within 60 days of hire, if required.

INFORMATION TECHNOLOGY

Functional Applications Specialist II US-24

ERFC, Forbes Place 261BR

Description: Performs the full range of professional duties required to design, develop, modify, and enhance computer applications for ERFC. Trains end-users; and supports hardware and software related to applications.

Qualifications: Bachelor's degree in computer science or information systems, course work in computer science, information technology, or closely related technical field, plus five years' progressive information technology experience. Continuing certification required. Knowledge of principles, concepts, and methods of IT systems support and management with emphasis on information security, networking, SQL Serv-

er and Oracle database administration. Experience supporting and troubleshooting office hardware and software, including Windows XP, Server 2003 and Microsoft Office applications. Microsoft certification is desired. Skill in oral and written communications. Analytical ability and ability to design reports and manage data.

SCHOOL ASSISTANTS

Safety & Security Assistant US-11 Thomas Jefferson High (190 Days) 258BR

Description: Performs a variety of duties required to maintain a safe and secure environment in a school, an alternative learning center, or for adult and community education programs held during or after school in the evening and/or on weekends; enforces the regulations establishing a tobacco-, alcohol-, weapons-, and drug-free school setting; may monitor students in a self-contained setting; and performs related duties as required or assigned.

Qualifications: High school graduation supplemented by specialized safety or security environment training plus two years' progressive experience. Skill in oral and written communications and in record keeping. Ability to control students and maintain a healthy school environment. Sufficient mobility to move about school building and school grounds as required. Strength to deter and/or restrain students to prevent injury in cases of unruly behavior. Ability to successfully complete compulsory certification training approved by the Virginia Center for School Safety within 60 days of hire. Must successfully complete compulsory recertification training annually. Applicants must be 21 years old at time of appointment.

OFFICE PERSONNEL

Guidance Assistant US-13 Rocky Run Middle 254BR

Description: Serves as the administrative assistant to the guidance office; performs accurate, responsible, and confidential computerized student information processing and reporting following local directives and state guidelines; performs administrative support duties involving public and student contacts; and performs related duties as required or assigned.



Qualifications: High school graduation plus three years' progressive experience, one year at the office assistant level or above. Knowledge of procedures, practices, and operations of public school setting to which assigned. Skill in oral and written communications. Ability to utilize a computer, peripheral office equipment, and software applications. Ability to develop and maintain effective working relationships with faculty, students, and parents and to maintain confidentiality.

Administrative Assistant I US-13 South County Secondary 260BR

Description: Serves as administrative assistant to an administrator in a school; and ensures smooth and efficient operation of assigned office.

Qualifications: High school graduation plus three years' progressive experience, two years in the administrative or office assistant class. Knowledge of procedures, practices, and operations of an office. Skill in business English, grammar, spelling, and punctuation. Ability to utilize a computer, peripheral office equipment, and software applications.

Office Assistant US-8

- Falls Church High (199 Days) 249BR
- Kent Gardens Elementary (199 Days) 251BR

Description: Performs a variety of office duties required to support the activities of the school to include responding to requests for information, maintaining and updating records, and preparing documents.

Qualifications: High school graduation plus some general office experience. Knowledge of procedures, practices, and operations of an office. Skill in oral and written communications. Ability to utilize a computer, peripheral office equipment, and software applications.

Business Operations Aide I/II/III US-9/10/11

ERFC, Forbes Place
(Readvertisement) 262BR

Description: Performs a series of highly responsible, complex technical/administrative tasks involved in the processing of monthly payments to ERFC retirees as well as support in ERFC accounting functions; processes changes to retiree-specific information contained in an automated system; performs the calculation of taxes, address changes, and health insurance deduction changes; and works directly with retirees.

Qualifications: High school graduation plus one year of progressive experience as an office assistant or equivalent. Knowledge of accepted business office practices and procedures. Ability to utilize a computer, peripheral office equipment, and software applications.

OTHER OPPORTUNITIES

Middle Years Program School Coordinator Stuart High

The Middle Years Program School Coordinator position is available for the 2008-2009 school year at Stuart High School. The school based program coordinator will assist the Middle Years Program coordinator with the implementation of the Middle Years Baccalaureate program at Stuart High School. Primary responsibilities include:

- Providing instructional support to teachers
- Managing the process for monitoring of student assessments
- Implementing the personal project
- Facilitating articulation with middle school partners

A full job description is available from the Middle Years Administrator, Michelle Whalen, at Michelle.Whalen@fcps.edu. Please send a resume with cover letter to Michelle Whalen, assistant principal, at Michelle.Whalen@fcps.edu or fax to 703-824-3997.

School Bus Driver Positions Available

\$16.91
Starting Salary



**\$1000 Referral Bonus for
FCPS Employees!**

Contact HR Client Services
for more information at
571-423-3000.

Benefits include:

- Excellent retirement, health, and dental plans as well as life and disability insurance
- Childcare cost savings: infant and preschool age children and grandchildren may ride with you
- Paid training program
- 35 hours per week guaranteed
- 6 paid nonworking days

*Non-Virginia residents must possess Commercial Driver's License (CDL) with S (school bus) endorsement prior to training. Drivers must be 18 years of age, have a good driving record, and be able to pass a physical exam.

Equal Opportunity Employer



Open Until Filled Positions

Jobs designated **Open Until Filled** (OUF) will remain on the FCPS job board (careers.fcps.edu) until a candidate has been selected and placed in the position.

Job #	Job Title	Grade	Office	Location
192BR	Appliance & Equip Tech Trainee I/II/III	US-7/9/11	Facilities Management	Herndon Satellite Maint
257BR	Assistant Superintendent, Special Services	LT-01	Superintendent	Gatehouse Admin Ctr
151BR	Benefits Specialist II	US-24	Benefits Services	Gatehouse Admin Ctr
232BR	Coord III, Facilities Services	US-27	Facilities Management	Sideburn Ctr
154BR	Coord III, Payroll & Benefits Accounting	US-27	Financial Services	Gatehouse Admin Ctr
243BR	Coord II, Facilities Management	US-26	Facilities Management	Sideburn Ctr
156BR	Educational Interpreter I/II	US-17/18	Special Services	Various Locations
166BR	Employee Programs Specialist	US-24	HR Administration	Gatehouse Admin Ctr
160BR	Equity and Compliance Administrator	US-27	Equity & Compliance	Gatehouse Admin Ctr
161BR	Field Custodian	US-6	Facilities Management	Sideburn Ctr
182BR	Field Information Systems Technician II	US-17	IT Operations	Woodson Center
219BR	Field Information Systems Technician I	US-15	IT Operations	Woodson Center
188BR	Flooring Maintenance Technician	US-12	Facilities Management	Sideburn Ctr
163BR	Food Services Kitchen Manager Trainee	US-6	Food Services	Energy Zone Center
171BR	Grants Compliance Officer	US-25	Financial Services	Gatehouse Admin Ctr
172BR	HVAC Senior Supervisor	US-20	Facilities Management	Sideburn Ctr
174BR	HVAC Technician II	US-18	Facilities Management	N.E. Satellite
173BR	HVAC Technician I	US-17	Facilities Management	Various Locations
175BR	HVAC Technician Trainee I/II/III	US-7/9/11	Facilities Management	Edison Satellite Maint
146BR	IT Operations Supervisor	US-24	IT Operations	Wilton Woods Ctr
190BR	Industrial Electrician Trainee I/II/III	US-7/9/11	Facilities Management	Herndon Satellite Maint
177BR	Kitchen Equipment Technician I	US-15	Facilities Management	Various Locations
184BR	Locksmith I	US-14	Facilities Management	Sideburn Ctr
191BR	Manager, Accounts Payable	US-26	Financial Services	Gatehouse Admin Ctr
179BR	Mason I	US-13	Facilities Management	Woodson Center
199BR	Refrigeration Technician I	US-14	Facilities Management	Sideburn Ctr
183BR	Sheet Metal Worker I	US-14	Facilities Management	Sideburn Ctr
185BR	Software Developer I/II	US-23/25	Enterprise Info Systems	Wilton Woods Ctr
200BR	Support Technician II	US-16	School Board	Gatehouse Admin Ctr
187BR	Web Development Specialist	US-24	Community Outreach	Gatehouse Admin Ctr

Coaching positions can be found at *Call for Coaches* (<http://www.fcps.edu/mediapub/publicat/callforcoachesonline.htm>.)

