



## Winston-Salem/Forsyth County Schools EXTERNAL JOB OPPORTUNITIES

Human Resources Department  
475 Corporate Square, Winston-Salem, NC 27105  
Mailing Address: PO Box 2513, Winston-Salem, NC 27102  
336-661-6536 Fax

In-Service Applications are available at <http://wsfcs.k12.nc.us/>

### Administrative and/or Central Office Openings

#### Assistant Principal

HR Contact: David Fairall

##### Jefferson Middle School

Full Time (100%) - Ten and three quarter (10.75) Months

Closing Date: Tuesday, May 14, 2013

(Administrator Salary Schedule )

*Hold or be eligible to hold a valid North Carolina Principal's License. Successful teaching and/or school administration experience, preferably at the elementary school level.*

Will assist in implementing student orientation and registration activities; development of school goals and objectives and interacts and meets with staff to assist in their development; provides direction to staff in implementing goals and objectives; assists in the evaluation of the school program and of staff; involves the staff in setting budget priorities; acts to upgrade own professional knowledge and skills; assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program; communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals; assists in supervising auxiliary services and uses community resources; assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

#### Internal Auditor

HR Contact: Brenda Bourne

##### Financial Services

Full Time (100%) - Twelve (12) Months

Closing Date: Tuesday, May 21, 2013

Pay Grade 76 (\$4,640 to \$6,383 monthly)

*Master's degree in Business Administration and/or CPA certificate and at least five years of experience in professional accounting, finance, or internal auditing; or an equivalent combination of training and experience.*

An employee in this class is responsible for the review and analysis of various financial and business operations, programs, accounts, transactions, and operating procedures as they relate to handling of public funds and property; ensure compliance with federal and state regulations, School Board policies, and sound accounting principles. Employee works independently, under the administrative supervision of the Superintendent. Findings are reported to management and the Board of Education. Work is evaluated through observation and conferences, and review of reports and recommendations.

#### Learning Team Facilitator

HR Contact: Brenda Bourne

##### Instructional Services

Full Time (100%) - Eleven (11) Months

Closing Date: Tuesday, May 14, 2013

Pay Grade A (\$3,359 to \$6,632 monthly)

*Hold or be eligible to hold a valid NC teaching license in Elementary Education, Language Arts, Science, Math or Social Studies. Must have at least five years of successful teaching experience.*

This is a grant-funded position with grant funding through the 2013 - 2014 school year. Learning Team Facilitators will facilitate Learning Team Meetings for the purpose of building teacher capacity. This on-site "just in time" professional development for teachers guides conversation to identify and share research-based best instructional practices and related resources while analyzing data, planning for differentiated instruction, monitoring student progress toward academic targets, designing and aligning assignments and assessments to State Standards, and analyzing assignments and assessments for quality, rigor, relevance and alignment. Learning Team Facilitators will remain current in practice and pedagogy by attending SSC trainings and other district staff development activities. Even though, the Learning Team Facilitators are assigned to a school, they are based at the central office and report to the Single School Culture program manager.

## Elementary School Openings

### **Guidance Counselor**

#### **Smith Farm Elementary School**

*Closing Date: Tuesday, May 14, 2013*

*Master's Degree in School Counseling, hold or be eligible to hold a valid North Carolina Teaching License as a School Counselor.*

This position will be available at the start of the 2013-2014 school year. To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

HR Contact: Sonya Weaks

Full Time (100%) - Ten (10) Months  
Pay Grade M (\$3,695 to \$7,296 monthly)

### **Media Coordinator**

#### **Moore Elementary School**

*Closing Date: Tuesday, May 14, 2013*

*Hold or be eligible to hold a valid North Carolina Teacher's License as a School Media Coordinator.*

Provides leadership and resources for implementation of a school library/media program that services as an integral part of the instructional process. Instructs students and faculty in using and/or producing media to integrate into the curriculum and facilitate the teaching/learning process. Designs and implements short- and long-range plans which allow a balance among integrated skills instruction, literature appreciation, planning with teachers and collection management and development. Initiates interaction with students, staff, administration and the general public for purposes of integrating, promoting and expanding the media program. Also carries out assigned non-instructional duties, adheres to established laws, policies, rules and regulations and submits accurate reports promptly.

HR Contact: Sonya Weaks

Full Time (100%) - Ten (10) Months  
Pay Grade M (\$3,695 to \$7,296 monthly)

## Secondary School Openings

### **Athletic Director**

#### **Carver High School**

*Closing Date: Tuesday, May 14, 2013*

*Must hold a valid North Carolina Teaching License. Previous coaching experience preferred. Satisfactory NC driving record. Ability to obtain and maintain Class B CDL with S and P endorsements and locally issued activity bus certification. Will be subject to random federal DOT random drug testing requirements.*

Subject area teaching assignments and athletic responsibilities beginning in the 2013 - 2014 school year. Will receive a monthly Athletic Director Supplement for 11 months per school year. Current monthly supplement range is \$700 - \$1,309 based on years of coaching experience. Please send resumes to Ron Travis, Principal, Carver High School, 3545 Carver School Road, Winston-Salem, NC 27105, ph: (336) 727-2987.

HR Contact: Brenda Bourne

Full Time (100%) - Ten (10) Months  
Pay Grade A (\$3,359 to \$6,632 monthly)

## Secretarial/Clerical Openings

### **Administrative Support Assistant III -- Financial Secretary**

#### **Mineral Springs Middle School**

*Closing Date: Tuesday, May 14, 2013*

*Graduation from a two-year business school; or graduation from high school and two years of general office experience. An assessment of relevant computer/bookkeeping proficiency skills will be administered as part of the selection process.*

Performs administrative and clerical support duties as Lead Secretary in a school with a variety of work tasks including bookkeeping and providing leadership to other clerical staff. Work is differentiated from the II level because of the decisions made in performing the variety of tasks, the knowledge and skills required, and independence of action and judgment exercised in the work. Work requires a broader understanding of the entire school system, with more detailed knowledge of the functions, policies, processes, and procedures of the unit and work activities. Unusual situations or precedent setting situations are referred to a higher level supervisor. Work is supervised by a higher level professional level supervisor or director and is reviewed through observation, review of work performed, and conferences.

HR Contact: Brenda Bourne

Full Time (100%) - Twelve (12) Months  
Pay Grade 62 (\$2,379 to \$3,207 monthly)

## Technical/Service Openings

### Day Porter

HR Contact: Pam Hensdale

#### **Ashley Elementary School**

*Closing Date: Tuesday, May 14, 2013*

Full Time (100%) - Twelve (12) Months

Pay Grade 55 (\$1,936 to \$2,442 monthly)

#### **Smith Farm Elementary School**

*Closing Date: Tuesday, May 14, 2013*

Full Time (100%) - Twelve (12) Months

Pay Grade 55 (\$1,936 to \$2,442 monthly)

*Graduation from high school and one year of experience in custodial work: or an equivalent combination of education and experience.*

Performs general housekeeping in the school building. Work will include participation in cleaning floors, bathrooms, and dusting furniture; monitoring the work of the late night cleaning crew members. Work may also include monitoring and adjusting the heating and air conditioning system. Work is supervised by the Principal, Assistant Principal, or other administrator by observation and discussion for adherence to work schedule and cleanliness and appearance of assigned areas. Work is inspected and given technical assistance by the Housekeeping Section of the Auxiliary Services Department.