



Winston-Salem/Forsyth County Schools INTERNAL 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

Behavior Liaison

HR Contact: Kathy Furr

Exceptional Children's Department

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

Closing Date: Thursday, March 23, 2017

Pay Grade 71 (starting at \$3,689 monthly)

Hold or be eligible to hold a continuing NC license or a Bachelor's degree in Education or Psychology. Master's degree preferred. BCBA or BCABA preferred. Experience working with research based behavior intervention, strongly preferred. Candidate should have excellent interpersonal skills, computer skills, written and oral communication skills, and record keeping/organizational skills.

The Behavior Liaison serves the Behavior Support Program by providing the following: behavioral support to children in the regular and special education classroom setting; training of school staff in the area of behavioral management; coordination of interagency collaboration; data collection and assessment; and assistance in home-based ABA programs.

Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete the 'licensed in-service application'.

Speech-Language Pathologist (6 positions)

HR Contact: Kathy Furr

Exceptional Children Department

Full Time (100%) - Ten (10) Months

Closing Date: Monday, April 10, 2017

(Psychologist Salary Schedule)

Master's degree in Speech-Language Pathology, hold or be eligible for (1) NC Board of Examiner's license to practice speech-language pathology and (2) Certificate of Clinical Competence from ASHA.

Provide prevention, assessment, and remediation services for students who exhibit difficulties in the areas of language, articulation, voice, fluency, and hearing. Provide IEP-based, individualized instruction to students using a multi-disciplinary, evidenced-based approach. Complete required documentation including therapy notes, evaluation reports, IEPs, Plans of Care, progress reports, and service schedules.

Send your resume to Susan Battigelli, EdD, Director of SLP and D/HH Services at: slbattigelli@wsfcs.k12.nc.us.

Secondary School Openings

EC Case Manager

HR Contact: Kathy Furr

Flat Rock MS

Full Time (100%) - Ten (10) Months

Closing Date: Monday, March 20, 2017

(Teacher Salary Schedule)

Hold a valid North Carolina Teacher's License in the area of Exceptional Children. Must be knowledgeable in Exceptional Children's regulations and record keeping. Excellent verbal and written communications skills. Ability to use a computer-based database system. Ability to coordinate/facilitate meetings with staff, parents and students. Excellent organizational and collaboration skills.

Assists school administration in overseeing and managing Exceptional Children's services within the school. Serves as a liaison with district level EC staff. Ensures overall EC program compliance within the school.

Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete the 'licensed in-service application'.

Head Coach - Cheerleading

HR Contact: Kathy Furr

Winston-Salem Preparatory Academy

PRN (As Needed) - Ten (10) Months

Closing Date: Sunday, March 26, 2017

(Coaching Stipend)

Successful high school and/or college cheerleading coaching experience as an assistant coach, or other relevant experience. Eligible to hold a NC commercial drivers license to operate a school activity bus preferred. Will be subject to periodic US Dept. of Transportation random controlled substance screenings.

This is a part-time coaching position only. A Head Varsity Cheerleading Coaching Supplement based on athletic special supplement schedule for 7 months in accordance with coaching experience. Supplement range for Head Cheerleading Coach is \$356.00 to \$683.00 monthly. Additional coaching duties (if any) with additional supplement pay will be assigned by the Principal and/or Athletic Director. Please send resumes to Zach Hargett, AD, WSPA, 1215 N. Cameron Ave, Winston-Salem, NC 27101; email: zhargett@wsfcs.k12.nc.us.

Head Coach - Girls Varsity Basketball

HR Contact: Kathy Furr

East Forsyth High School

PRN (As Needed) - Ten (10) Months

Closing Date: Friday, March 24, 2017

(Coaching Stipend)

Successful high school and/or college basketball coaching experience as head coach and/or assistant coach. Eligible to hold a NC commercial drivers license to operate a school activity bus preferred. Will be subject to periodic US Dept. of Transportation random controlled substance screenings.

This is a part-time coaching position only. A Head Basketball Coaching Supplement based on athletic special supplement schedule for 4 months in accordance with coaching experience. Supplement range for Head Basketball Coach is \$646.00 to \$1,235.00 monthly. Additional coaching duties (if any) with additional supplement pay will be assigned by the Principal and/or Athletic Director. Please send resumes to Allen Plaster, East Forsyth HS AD, 2500 W. Mountain Street, Kernersville, NC 27284, ph: (336) 703-6735. email: aplaster@wsfcs.k12.nc.us.

Head Coach -- Girls Varsity Basketball

HR Contact: Kathy Furr

Winston-Salem Preparatory Academy

PRN (As Needed) - Ten (10) Months

Closing Date: Sunday, March 26, 2017

(Coaching Stipend)

Successful high school and/or college basketball coaching experience as head coach and/or assistant coach. Eligible to hold a NC commercial drivers license to operate a school activity bus preferred. Will be subject to periodic US Dept. of Transportation random controlled substance screenings.

This is a part-time coaching position only. A Head Basketball Coaching Supplement based on athletic special supplement schedule for 4 months in accordance with coaching experience. Supplement range for Head Basketball Coach is \$646.00 to \$1,235.00 monthly. Additional coaching duties (if any) with additional supplement pay will be assigned by the Principal and/or Athletic Director. Please send resumes to Zach Hargett, AD, WSPA, 1215 N. Cameron Ave, Winston-Salem, NC 27101; email: zhargett@wsfcs.k12.nc.us.

Head Football Coach

HR Contact: Kathy Furr

Mount Tabor HS

PRN (As Needed) - Ten (10) Months

Closing Date: Wednesday, March 29, 2017

(Coaching Stipend)

Successful high school and/or college football coaching experience. Hold or be eligible to hold a NC commercial drivers license to operate a school activity bus. Will be subject to periodic US Dept. of Transportation random controlled substance screenings.

Responsibilities beginning in the 2017-2018 school year. A Head Football coaching supplement based on athletic special supplement schedule for 3.5 months based on years of coaching experience. Coaching supplement range for Head Football Coach is \$910.00 to \$1,742.00 monthly. Additional coaching duties (if any) with additional supplement pay will be assigned by the Principal/Athletic Director. Please send resumes to Ed Weiss, Mount Tabor HS Principal, 342 Petree Road, Winston-Salem, NC, 27106, Email: eweiss@wsfcs.k12.nc.us

Secretarial/Clerical Openings

Administrative Center Receptionist

HR Contact: Kathy Furr

Human Resources

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

Closing Date: Monday, March 27, 2017

Pay Grade 59 (starting at \$2,122 monthly)

Graduation from a two year business school; or graduation from high school and two years of general office or receptionist experience. Ability to communicate professionally with visitors, parents, students, and the general public. Ability to develop and maintain effective working relationships with a variety of people and to be flexible in accepting a variety of job assignments. Ability to follow oral or written instructions. Skill in office machine operations, including personal computer, office switchboard, fax machine and copiers at the speed and level of accuracy as required by the position. Bilingual preferred.

Serves as the building receptionist for the school system's Administrative Center. Answers telephone and greets visitors to central office; handles requests for information in area of assignment; routes persons to the appropriate office or persons; takes and receives messages for staff. Types letters, memorandums, agendas, forms, manuals, minutes, or other special reports. Schedules multiple meeting rooms in the administrative center and posts meeting information daily. Enters and retrieves a variety of data into computer systems such as absences, employee information, school data, report data, addresses, telephone numbers, monthly reports, and special forms. Enters requests for and receives/posts results of criminal background checks on district volunteers. Performs related clerical and administrative support duties as required and assigned. Send your resume and 'classified in-service' application to staffing@wsfcs.k12.nc.us. Those applying externally will be directed to apply through CPI.

Administrative Support Assistant III - Registrar

HR Contact: Kathy Furr

Atkins High School

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

Closing Date: Monday, March 20, 2017

Pay Grade 61 (starting at \$2,345 monthly)

Graduation from a two year business school and two years of experience in the secretarial or specialty field assigned; or graduation from high school and four years of secretarial experience.

Handles a variety of work tasks pertaining to students records and reports including disciplinary actions, cumulative folders, schedules, immunization and health records; Handles free or reduced lunch applications; Makes changes in records, adds materials to records, updates data bases on students and locates students as necessary during the school day; Handles transfers and withdrawals of students to and from the school; Handles scheduling of students and parents with guidance and counseling staff. Processes and mails transcripts for students; Coordinates student records and forms with various schools beyond the high school level; Orders and files materials on various schools, careers, and occupations.

Send your resume and your 'classified in-service application' to staffing@wsfcs.k12.nc.us. External applicants will be directed to CPI.

Technical/Service Openings

Electrical Low Voltage Technician

HR Contact: Kathy Furr

Maintenance Department

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

Closing Date: Thursday, March 30, 2017

Pay Grade LD (starting at \$2,844 monthly)

Graduation from high school supplemented by course work in electronics with five years' experience maintaining electronic systems; or an equivalent combination of education and experience. Possession of a valid North Carolina driver's license. Possess some knowledge in CATV distribution and basic networking and familiarity with Axis camera systems and Milestone Enterprise software is highly desirable. Participate in the Skill Based Pay Plan of the WS/FCS system. At its completion the individual would be eligible to sit for the State of North Carolina Low Voltage License Test.

Candidate shall possess the ability to detect by inspection or use of equipment such as, but not limited to meters and oscilloscopes to identify defective, broken or out of tolerance parts; to understand and follow oral and written instructions; to read and interpret service manuals and schematic drawings; to operate vehicles safely; to maintain routine written and electronic records; to exercise the physical strength and agility necessary to perform job tasks; to work at heights up to 40 feet utilizing ladders, elevated platforms and motorized lift trucks such as a bucket truck; and to establish and maintain effective working relationships with coworkers, supervisors, vendors and school personnel. Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete the 'classified in-service application'.

Facilities Specialist

HR Contact: Kathy Furr

Maintenance Department

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

Closing Date: Thursday, March 30, 2017

Pay Grade LF (starting at \$3,257 monthly)

Graduation from high school with preferably a two year degree in business administration, and two years experience in the field of facility management, building maintenance, and custodial service; or equivalent combination of training and experience. Possession of a current NC driver's license and a satisfactory driving record according to WS/FCS policy provisions.

A person allocated to this position manages & directs the facilities of a zone allocation of buildings / departments / facilities within the school system. Job duties may include building maintenance, environmental / safety regulation compliance, grounds maintenance, custodial support, cafeteria support, organization of events, space assignments, etc. Individual in this position will be required to work a flexible work schedule, with some work being required during nights and weekends. Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete the 'classified in-service application'.

Groundskeeper - 3 positions

HR Contact: Kathy Furr

Maintenance Department

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

Closing Date: Thursday, March 30, 2017

Pay Grade LA (starting at \$2,186 monthly)

Graduation from high school is required and two years' experience in the maintenance and repair of grounds and equipment; or an equivalent combination of education and experience. Possession of a valid North Carolina driver's license and willingness to obtain both a CDL Class A license and a pesticide applicators license.

Work focuses on semi-skilled and skilled duties involving the operation of light to medium equipment including power mowers, trimmers, weed-eaters and chainsaws. Work will also involve using manual hand tools including shovels, rakes, etc. Must have the ability to engage in heavy manual labor for extensive periods of times in a variety of weather conditions.

Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete the 'classified in-service application'. Those applying externally will be directed to apply through CPI.

Kitchen Assistant (Various Schools/Variou Hours)

HR Contact: Kathy Furr

Child Nutrition Department

Part Time - Ten (10) Months

Closing Date: Monday, April 10, 2017

Pay Grade 50 (starting at \$9.30 /hour)

Some experience in food preparation/serving preferred, but not required.

The Kitchen Assistant position is responsible for general duties involved in the preparation and serving of meals and snack items to students and staff members. Work involves safe handling of food, safe use of kitchen equipment, and various clean-up activities. This position works under the direction of the Food Services Supervisor to ensure food is properly prepared and served in accordance with state and local guidelines. Visit <http://wsfcs.k12.nc.us/Page/96650> for employment procedures and to download our 'classified employment application'.

Tech Services Technician

HR Contact: Kathy Furr

Department of Technology

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

Closing Date: Sunday, March 26, 2017

Pay Grade LF (starting at \$3,257 monthly)

Graduation from a two-year technical school with a major in computer/network curriculum, or an equivalent combination of at least 5 years of related experience. Extensive experience in Windows operating systems and technical support functions. Requirements: Possession of a valid North Carolina driver's license and satisfactory driving record.

An employee in this position supports and maintains both administrative and instructional computers, software, and networks. This work includes repair of all technology-related equipment. Employee provides on-site assistance in classrooms, media centers, computer labs and administrative offices. Employee installs and upgrades all technology related equipment in network and stand-alone environments. Typically this employee will provide the first response support from the system level for the maintenance and operation of computers, software and networks at the building level. Employee may have multiple sites to maintain. Employee will also provide direct support for the AS400 systems. Send your resume and 'classified in-service application' to staffing@wsfcs.k12.nc.us. External applicants will be directed to CPI.