



Winston-Salem/Forsyth County Schools 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

Instructional Coach -- High School Math

HR Contact: Brenda Bourne

Instructional Services

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

Closing Date: Tuesday, January 03, 2012

Pay Grade A (\$3,333 to \$5,923 monthly)

Must have a minimum of 5 years teaching experience and hold a valid NC math (grades 9 - 12) teaching license. Master's degree, mentor certification, and/or experience with adult learners is preferred.

This is a staff development position. The Instructional Coach will work at one or more school sites to assist teachers in effective instructional decision-making through reflective practice and planning. The Instructional Coach is responsible for providing consultative and instructional support to teachers to accelerate exemplary instructional practices for increased student learning and achievement.

Literacy Coach - Elementary

HR Contact: Brenda Bourne

Instructional Services

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

Closing Date: Friday, January 06, 2012

Pay Grade A (\$3,333 to \$5,923 monthly)

BA degree, current NC teaching license, five years of classroom experience, recognition by colleagues and community as an outstanding classroom teacher, strong leadership and collaboration skills, strong personal literacy skills inclusive of oral and written communication, and broad understanding of Elementary School core content areas.

The responsibilities of the literacy coach include literacy assessment, conducting professional development in literacy teaching strategies, modeling effective classroom instruction, and observing and providing feedback to teachers. This person would also be responsible for overseeing the effective implementation of Guided Reading in all classrooms by both the classroom teacher and the Primary Reading Teacher.

Principal

HR Contact: David Fairall

Easton Elementary School

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

Closing Date: Friday, January 06, 2012

(Administrator Salary Schedule)

Hold a valid North Carolina Principal's License and successful experience as a school administrator or a Master's degree in a relevant area with at least five years of successful organizational leadership/management.

Identifies annual objectives that specify what the principal intends to accomplish in his/her school for the coming year. Appropriately involves faculty, central office staff, curriculum specialist, parents, students, and other resource personnel in curriculum planning and program development. Provides opportunities whereby students can have appropriate input into the educational program. Establishes clearly defined disciplinary procedures that have been communicated to and are understood by parents, students, staff, and the community. Develops a comprehensive plan for extra- and co-curricular non-instructional activities that support the instructional program, directly and/or indirectly. Plans for appropriate utilization of community resources to enrich the school program. Defines roles for staff member for completing tasks. Arranges staff development programs that provide opportunities for professional growth.

Senior Army Instructor

HR Contact: Brenda Bourne

Mt. Tabor High School

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

Closing Date: Friday, January 06, 2012

Pay Grade A (\$3,333 to \$5,923 monthly)

Be a retired (20+ years service) US Army officer in the grade of Major, Lieutenant Colonel or Colonel with a bachelor's degree or higher from an accredited college or university. Must be certified as a qualified SAI by Cadet Command and meet all current Army height, weight and physical fitness standards for their age group.

Senior Army Instructors are responsible for planning, teaching, directing and supervising the Army JROTC program in accordance with the policies, regulations, and directives of the Winston-Salem/Forsyth County Schools and the Department of the Army Cadet Command. Interested and qualified applicants please contact LTC Curtis D. Hatley, Director of Army Instruction at (336) 703-4117, ext. 1, or via e-mail at chatley@wsfcs.k12.nc.us for more specific application instructions.

Elementary School Openings

Family Engagement Coordinator

HR Contact: James Lucas

Ibraham Elementary School

Part Time (50%) - Ten (10) Months

Closing Date: Tuesday, January 10, 2012

Pay Grade 65 (\$2,707 to \$3,639 monthly)

Mineral Springs Elementary School

Part Time (50%) - Ten (10) Months

Closing Date: Tuesday, January 10, 2012

Pay Grade 65 (\$2,707 to \$3,639 monthly)

Bachelors Degree in one of the Social Sciences, and successful school-based or human service experience related to working directly with children and families; or an equivalent combination of education and experience.

This is a temporary grant-funded position for the remainder of the current school year. Responsible for working with the principal, teacher, school social worker, school counselor and community partners in bridging the gap between the school environment and the home environment. Work involves implementing strategies to promote relationships that will foster personal-social growth and effective communication between the school, teacher, parent and child that maximizes learning.

Instructional Coach

HR Contact: James Lucas

Petree Elementary School

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

Closing Date: Tuesday, January 10, 2012

Pay Grade A (\$3,333 to \$5,923 monthly)

Have a minimum of 5 years teaching experience. Possess a valid NC teaching license. Master's degree, current mentor training, and/or experience working with adult learners is preferred.

This is a staff development position located at a school site to assist teachers in effective instructional decision-making through reflective practice and planning. Position is responsible for providing consultative and instructional support to teachers to accelerate exemplary instructional practices for increased student learning and achievement. Position will be paid at monthly teacher salary rate, including local supplement.

Learning Team Facilitator

HR Contact: James Lucas

Hall-Woodward Elementary School

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

Closing Date: Friday, January 06, 2012

Pay Grade A (\$3,333 to \$5,923 monthly)

Hold or be eligible to hold a current teaching degree and license (Master's Degree preferred) with experiences in K-5 curriculum. Successful teaching experience at the K-5 level for three or more years. Demonstrated ability to communicate effectively, both orally and in writing. Demonstrated ability to work effectively with students, teachers, and school administrators. Demonstrated knowledge and ability to interpret diagnostic instruments and incorporate the results into appropriate teaching techniques. Demonstrated ability in planning and organizing.

Assists teachers in the analysis of student achievement data. Works directly with principal and staff to meet school objectives identified through the school improvement process using the Single School Culture process (experience in the model preferred). Provides staff development aimed at improving the delivery of instruction, shares the latest research in instructional strategies and school improvement with teachers, provides instructional support to teachers, assists in the implementation of new curriculum programs, informally observes teachers to provide feedback on instructional strategies and practices, models collaborative planning and shared decision making, and develops collegial relationships within the school and works collaboratively with all staff.

Media Coordinator

HR Contact: James Lucas

South Fork Elementary School

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

Closing Date: Tuesday, January 03, 2012

Pay Grade M (\$3,666 to \$7,210 monthly)

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.

Secondary School Openings

Bilingual School/Community Liaison

HR Contact: Brenda Bourne

Mineral Springs Middle School

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

Closing Date: Friday, January 06, 2012

Pay Grade 60 (\$2,144 to \$2,892 monthly)

Bachelor's degree, successful school-based or human services experience working directly with children and families, or an equivalent combination of education and experience. Ability to speak and write English and Spanish proficiently. Ability to develop and maintain positive working relationships with students, families, school staff and community resources. Ability to develop and deliver workshops for parents and/or staff on relevant topics.

This is a Title I funded position through the end of the 11-12 school year only. Serves as a bilingual resource and liaison between the Preschool Intake Office and ESL center schools, community and parents. Serves as an advocate for Limited English Proficient (LEP) students' rights and responsibilities. Assist staff in understanding cultural and socio-economic circumstances of students and families. Assist students and their families in accessing school system and community resources.

Guidance Counselor

HR Contact: James Lucas

Petree Elementary School

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

Closing Date: Friday, January 06, 2012

Pay Grade M (\$3,666 to \$7,210 monthly)

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

Assist all students to develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

Secretarial/Clerical Openings

Administrative Support Assistant III - Lead Secretary

HR Contact: James Lucas

Hall-Woodward Elementary School

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

Closing Date: Friday, December 30, 2011

Pay Grade 61 (\$2,252 to \$3,031 monthly)

Graduation from a two-year business school; or graduation from high school and two years of general office experience.

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.

Technical/Service Openings

Data Analyst/Database Manager

HR Contact: Brenda Bourne

Department of Technology

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

Closing Date: Friday, January 06, 2012

Pay Grade 71 (\$3,596 to \$4,836 monthly)

Proficient in database management. Knowledge of established programming procedures and languages, such as Microsoft Excel and Access. Knowledge of current technology developments/trends, computer flow charts, programming logic and coding, and customer service standards and procedures. Ability to implement and troubleshoot programs, diagnose computer problems and coordinate hardware/software solutions, write technical instructions, and communicate with and interpret the operational requirements of end users. Effective written and oral communications.

This is a 2-year grant funded position with no guarantee of employment beyond the grant period. Assist in developing specifications for data processing systems to include system narratives, data elements, data gathering and verification, accounting and auditing controls, block diagrams, flow charts, decision tables, input-output requirements, records form layout and processing specifications. Prepare and maintain forms and procedure manuals for implementation and continuing operations of computer application systems.

Food Services Supervisor Trainee

HR Contact: Pam Hensdale

Child Nutrition

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

Closing Date: Friday, January 06, 2012

Pay Grade 59 (\$2,047 to \$2,764 monthly)

Graduation from High School, plus two (2) years of experience in Food Services; or an equivalent combination of education and experience.

The Food Services Supervisor Trainee participates in a one-year training program designed to provide the skills necessary to manage a school-system cafeteria. Training includes extensive on-the-job training, whereby the Food Services Supervisor Trainee might oversee, with assistance from a Food Services Supervisor or Manager, an assigned cafeteria for extended periods of time. Training/Support is provided on hiring and training staff, assigning duties and tasks, monitoring work, ordering food and supplies, completing reports and paperwork necessary for compliance requirements. The trainee will participate in all functions of the kitchen staff assignments to include cashier, prep cook, cook and/or serving. Work involves knowledge of dietary requirements and rules and regulations of the school system or other agencies.

Technology Support Assistant

HR Contact: Brenda Bourne

Mineral Springs Middle School

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

Closing Date: Friday, January 06, 2012

Pay Grade 61 (\$2,252 to \$3,031 monthly)

Minimum 2 year degree in office systems technology, or graduation from high school plus 2 years experience in an automated office environment. Associates' degree in computer science preferred. Thorough knowledge of Word, Excel, Powerpoint, Access and associated software products. Ability to use mainframe and network products. Ability to partner effectively to accomplish tasks. Ability to serve as a liaison between the local site and the Department of Technology to achieve school system and local site goals. Ability to trouble-shoot and resolve technology issues promptly, courteously and effectively. Ability to explain technical resolutions in lay-terms to end-users. Ability to provide on-the-job training.

Facilitates the implementation of technology within an assigned school. Works closely with the Department of Technology, and supports the location's technology needs. Works collaboratively with the Department of Technology, as well as internal functions within the location (i.e., administration, media, faculty and staff).