



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

Data Analyst

HR Contact: Kathy Furr

Research & Evaluation

Full Time (100%) - Twelve (12) Months
Pay Grade 71 (starting at \$3,689 monthly)

Closing Date: Sunday, February 14, 2016

Master's Degree in education or other relevant research field.

The data analyst will perform duties related to management and analysis of WS/FCS's data for the continuous improvement needs associated with the partnership between the WS/FCS and The Forsyth Promise. This position works closely with The Forsyth Promise Director of Data and Research and will serve as liaison between WS/FCS and The Forsyth Promise. The selected candidate will be competent with PC environments including data management and statistical analysis packages (SPSS or SAS); will have expertise in statistics and research design; will have knowledge of continuous improvement processes and will possess the ability to communicate effectively in oral and written forms. Send your resume to staffing@wsfcs.k12.nc.us. For those applying internally, you will also need to complete a 'classified in-service application'.

Principal/Executive Director

HR Contact: Brenda Bourne

Cook Literacy Model School

Full Time (100%) - Twelve (12) Months
(Administrator Salary Schedule)

Closing Date: Monday, February 15, 2016

Hold or be eligible to hold a valid NC Principal's License. Minimum of 4 years of successful administrative/leadership experience

All those interested should send a resume to bbourne@wsfcs.k12.nc.us by NOON on 2/15/2016.

The WS/FCS School District is seeking to employ an innovative leader as the first Principal/Executive Director for the newly created Cook Literacy Model School. This leader will facilitate the new program design for instruction, professional development and district training model for other district teachers while serving the Cook school population. This leader needs to be a team builder, a self-starter, a collaborator, and be skilled in recruiting and attracting strong teachers and faculty. A strong literacy background is required and five years of educational leadership experience is preferred. This leader must have courage and a sense of hope, enthusiasm and confidence. They must provide a strong focus on embedding literacy standards into all content areas and provide strong organizational management to improve student learning.

This leader will be compensated at a higher salary and will be charged with the hiring of completely new staff at Cook Literacy Model School. Pay will be based on WS/FCS ES Principal Salary Scale plus an additional 8% supplement. Ability to earn additional performance compensation based on successful outcomes. The effective start date would be no later than April 1, 2016. This leader will also convene a design team to continue to create the literacy foundations and training required to launch this clinical student setting by August 2016.

Secondary School Openings

Curriculum Coordinator

HR Contact: Kathy Furr

West Forsyth HS

Full Time (100%) - Ten and one half (10.5) months
(Teacher Salary Schedule)

Closing Date: Monday, February 15, 2016

Requires a valid North Carolina teacher's license, successful teaching experience at the elementary and middle school level preferred, and ability to interact effectively with others. Master's Degree in Education preferred.

Effective 08/2016. Facilitates effective instructional delivery of the NC Standard Course of Study; facilitates Professional Learning Teams; manages Professional Development and Curriculum Resources; facilitates student support.

Responsibilities of curriculum coordinators may vary based upon school site and student needs.

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

Guidance Counselor/Career Development Coordinator

HR Contact: Kathy Furr

North Forsyth HS

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

Closing Date: Wednesday, February 17, 2016

(Teacher Salary Schedule)

Counselor: Master's Degree in School Counseling, hold or be eligible to hold a valid North Carolina Teaching License as a School Counselor and one years' experience as a school counselor.

CDC: Hold a current license in any Career & Technical Education program area with one year of work experience related to business, industry, or labor within the past five years.

Ability to work effectively with ethnically and academically diverse populations; ability to communicate effectively both verbally and in writing.

This is a dual role. As a Guidance Counselor, the chosen candidate will help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

The Career Development Coordinators (CDC) role is to support Career and Technical Education (CTE) and to coordinate career development services for students participating in CTE. The role includes preparatory and transition services for CTE students and business partnerships in the community. It provides and coordinates administration and interpretation of career assessments, facilitates work-based learning opportunities, provides and coordinates activities for students to develop employability skills, and supports CTE.

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

Mount Tabor HS

PRN (As Needed) - Ten (10) Months

Closing Date: Thursday, February 18, 2016

(Coaching Stipend)

Successful high school and/or college cheerleading coaching experience, or other relevant 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.

This is a part-time coaching position starting with the 2016-2017 school year. 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 \$346.00 to \$649.00 monthly. Additional coaching duties (if any) with additional supplement pay will be assigned by the Principal and/or Athletic Director. Please send resumes to AD: Wayne Miller

United Way Tutor

HR Contact: Kathy Furr

Mineral Springs MS

PRN (As Needed) - Ten (10) Months

Closing Date: Thursday, February 11, 2016

(\$17 per hour or \$25 per hour)

Successful teaching experience and the ability to interact effectively with others.

This is a part time position for the 2015-16 school year only. Licensed Tutors receive \$25/hour; Non-licensed tutors receive \$17/hour. Work will be performed during the school day. Spanish speaking preferred. Send your resume to staffing@wsfcs.k12.nc.us.

Secretarial/Clerical Openings

Administrative Support Assistant III

HR Contact: Kathy Furr

EC Division

Closing Date: Monday, February 15, 2016

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

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

Graduation from a two-year business school; or graduation from high school and two years of general office experience or, if in a specialty area, two years of experience in that special field, such as accounting, personnel, purchasing, or other area; or an equivalent combination of education and experience.

Work requires detailed knowledge of functions and procedures of the unit. Types letter, memorandums, agendas, special reports, and other materials for staff. Prepares agendas and supporting materials based on general guidelines and directions. Answers phones and routes callers to the appropriate person or office; takes and receives messages for staff. Handles requests and gathers information necessary to address request; retrieves information and compiles data for annual state and/or federal reports, grants and surveys. Orders materials, places work orders, processes invoices and direct pays, and maintains inventory of supplies and materials; files expense reports and travel forms for staff. Maintains files and records management system for assigned unit; reorganizes and purges as program needs and changes dictate. Assists on special projects as needed.

Internal candidates should send a resume and a 'classified in-service application' to staffing@wsfcs.k12.nc.us. All external candidates will be directed to apply at CPI (our temporary staffing agency).

Technical/Service Openings**Equipment Services Attendant**

HR Contact: Kathy Furr

Transportation Department

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

Closing Date: Thursday, February 18, 2016

Pay Grade 57 (starting at \$2,016 monthly)

Any combination of education and experience equivalent to ability to read and write and some experience servicing vehicles. Class B CDL with N, P, and S endorsements required, with ability to upgrade to Class A CDL within a reasonable amount of time. 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.

Responsible for driving a fuel or oil or other truck to perform fueling, servicing, replacing parts, minor repairs, and preventive maintenance on a variety of school system vehicles and equipment including school buses. Work includes assisting mechanics, checking fluid levels, changing and replacing fluids, changing and repairing tires, installing batteries, fuses, fan belts and other parts, and keeping vehicles and work area clean. Work is subject to the hazards of traffic and is performed under regular supervision. Work is evaluated in progress and on the basis of operational efficiency of equipment serviced.

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

Lead Custodian

HR Contact: Kathy Furr

East Forsyth HS

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

Closing Date: Thursday, February 11, 2016

Pay Grade 57 (starting at \$2,016 monthly)

Three years successful custodial experience. Considerable knowledge of the methods, equipment, and supplies used in the cleaning and appearance of buildings. Considerable knowledge of the routine maintenance requirements of buildings, grounds, and equipment used. Ability to identify cleaning needs and address with appropriate methods and supplies. Ability to understand and follow oral and written instructions. Ability to keep simple records. Physical strength necessary to perform manual tasks.

Coordinates and participates in the cleaning of an assigned area of the school system's buildings; inspects the work of other housekeeping assistants assigned to that facility; trains new workers. Monitors boilers, heating, and air conditioning systems; adjusts, as necessary; notifies appropriate trades personnel when problems occur. Locks up and secures facilities as required. Cleans bathroom fixtures and floors and replaces paper and soap. Mops, vacuums, buffs, and dust mops floor. Cleans desks, windows, water fountains; empties trash. Orders or requests cleaning supplies and equipment in order to maintain adequate inventory for crew. Moves furniture; strips and waxes floors. Assures that public grounds are clean. Performs related duties as required.

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