



CareerQuest

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FAIRFAX COUNTY PUBLIC SCHOOLS

February 14, 2018

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Online!**

All applicants are required to create an account and submit a online at

<https://www.fcps.edu/careers>.

Computers are available for your use during business hours at:

Dept. of Human Resources
8115 Gatehouse Road
Falls Church, VA 22042

Contact HR Client Services at 571-423-3000 or 1-800-831-4331 for assistance.

FCPS Job Specifications are available on the web at :

<https://www.fcps.edu/careers/salary-services/job-specifications>

Deadlines

Resumes for jobs posted in this issue must be submitted by February 20, 2018.

Facilities & Transportation Services

[Manager, Central Operations US-24
Facilities Management, Woodson
Complex 10057BR](#)

Description: Assists with the management of facilities management comprised of crews and/or teams of a variety of trades; assists with coordination of activities, personnel and functions of the facility.

Qualifications: Any combination of education and experience equivalent to a bachelor's degree in business administration, business management, and/or facilities management, supervision, or in a technical specialty field business, plus five years of progressively more responsible various structural programs and fire marshal requirements, experience, one year of which shall have been with oversight or supervisory responsibilities. Completion of an acceptable apprentice-level maintenance training program is preferred. Can demonstrate knowledge of the procedures, practices, equipment and supplies related to two or more trades in fire inspections, fire sprinkler, cabinets, locks, welding, sheet metal and FEMA storm management protocols, knowledge of related national, state, county, local and School Board regulations, directives, policies and/or codes; ability to supervise activities and personnel and work cooperatively in a team setting; ability to assess results and modify procedures, as directed; ability to write clear, concise reports; ability to communicate effectively, both orally and in writing; and ability to develop and maintain effective working relationships throughout the school division and with the public. Valid driver's license with a good driving record. Related licenses or certifications maybe required for specific positions. Completion of a recognized facilities management certificate program with FMP or CFM certification and FEMA Emergency Management – National Incident Command System (NIMS) credentials preferred."

[Cabinet/Furniture Maintenance
Supervisor US-17
Facilities Management, Woodson
Complex 10054BR](#)

Description: Supervises the full range of furniture and cabinetry tasks required to construct, repair, refinish, install, and/or upholster furniture, equipment, and cabinets.

Qualifications: Any combination of education and experience equivalent to graduation from high school, supplemented by completion of an approved apprentice-level carpentry training program, plus six years of progressively more responsible carpentry experience, one of which shall have been at the cabinet-making and/or furniture maintenance lead level. Some experience in stage drape and stage rigging preferred. Can demonstrate knowledge of the methods and skills in the use cabinetry and flooring equipment, materials, and tools; capability to establish methods, procedures, deadlines, and priorities for assigned workers and performs employee evaluations, as required; knowledge of the common hazards and necessary safety precautions; knowledge of local, state, and national codes; facility with reading, interpreting, and explaining instructions, diagrams, sketches, blueprints and manufacturers' manuals; capability to estimate time and material needs, determine when repair is not economically practical, and to perform routine tasks and arithmetic computations; experience with computer operations and basic software; and strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, and working in tiring and uncomfortable positions. Valid driver's license with a good driving record. May be required to work an evening and/or night shift on a regular or rotating basis, accept call-back overtime or regular overtime, and/or agree to assume an emergency call-out list status.

**[Buyer I/II US-17/18](#)
[Facilities Management, Sideburn](#)
[Support Center 10009BR](#)**

Description: Performs the full range of paraprofessional procurement activities involving routine market research and competitive purchasing.

Qualifications: Any combination of experience and education equivalent to graduation from high school, plus five years of progressively more responsible experience in procurement, accounting, or business, preferably in governmental purchasing, two years of which must have been at a level requiring independent judgment. Certification by a nationally recognized professional procurement or purchasing organization preferred. Can demonstrate knowledge of fundamentals of governmental or private sector purchasing; ability to operate an automated purchasing system, a computer, and related equipment to process, develop, analyze, and create data; ability to communicate effectively, both orally and in writing; ability to exercise tact, good judgment, and initiative; and ability to work effectively under pressure.

**[Custodian II US-06](#)
[Orange Hunt Elementary School](#)
[10056BR](#)**

Description: Performs and may oversee cleaning, set-up, maintenance, and security of classrooms, offices, restrooms, halls, stairs, and public areas in FCPS-owned buildings; performs routine duties in the movement of supplies, furniture, and equipment.

Qualifications: Any combination of education, training, or experience equivalent to completion of the eighth grade, plus one year of successful experience in public building custodial work. Can demonstrate knowledge of the methods, materials, and equipment used in custodial work; ability to read and write English; ability to understand, follow, and repeat oral and written instructions in English; sufficient strength, agility, and dexterity to perform all required tasks; and ability to work out of doors in a variety of temperatures and climate condi-

tions. Must successfully complete the FCPS Custodial Certification Course prior to or within one year of appointment. May be required to work an evening and/or night shift on a regular or rotating basis.

Financial Services

**[Senior Buyer US-21](#)
[Food and Nutrition Services, Energy](#)
[Zone Food Service Center 10060BR](#)**

Description: Performs the full range of professional contract administration and procurement activities.

Qualifications: Any combination of education and experience equivalent to a bachelor's degree in procurement, accounting, business or finance with major course work in purchasing, procurement, business or public administration, plus two years of progressively more responsible experience in proposal analysis and procurement, preferably governmental procurement. Certification by a nationally recognized professional purchasing organization is preferred. Must possess a good working knowledge of federal, state, and local jurisdiction contract and procurement regulations and guidelines, specifically in governmental purchasing; considerable knowledge of the principles, practices, and methods of procurement; ability to prepare specifications and review, analyze, and evaluate bids and proposals; ability to maintain effective working relationships with principals, program managers, specialists, and coordinators of FCPS and the vendor community; ability to collect and analyze data; ability to utilize an automated purchasing system; and ability to prepare clear and concise reports; ability to communicate effectively, both orally and in writing; ability to exercise tact, good judgment, and initiative; and ability to work effectively under pressure.

**[Warehouse Worker-Driver I/II/](#)
[US-11/12](#)
[Food and Nutrition Services, Energy](#)
[Zone Food Service Center](#)
[\(One Year Only\) 10059BR](#)**

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

Qualifications: Any combination of education and experience equivalent to graduation from high school, plus two years of progressively more responsible experience in warehouse operations and/or delivery. Some 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, as necessary; 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 read maps determine the most efficient routes to the site; ability to establish and maintain effective relationships with users; ability to prepare reports; ability to follow oral and written instructions; familiarity with automated data processing systems and supporting software as related to electronic warehousing. Valid driver's license with a good driving record and ability to obtain a CDL-B within 60 days of hire, if required.

[Food Services Kitchen Manager II US-Schedule H](#)

[Food and Nutrition Services, Spring Hill Elementary School 10062BR](#)

Description: Manages the operations of a food services finishing kitchen responsible for 500-899 meal equivalents; which receives most of its food pre-prepared by a central kitchen; may provide limited food services for other on-site programs.

Qualifications: Food Services Kitchen Manager II - Any combination of education and experience equivalent to graduation from high school plus two years' progressive food services experience. Knowledge of the procedures, practices, operations, and equipment of institutional food preparation; ability to organize, supervise, train, and evaluate subordinates; ability to work in areas which are often uncomfortable, wet, warm, slippery, and noisy; ability to work in temperatures found in hot kitchens and walk-in refrigerators and freezers; ability to manually move, shelve, stack, or raise from floor to table or serving area, heavy objects (pots, pans, trays, and food supplies) weighing up to 50 lbs.; ability to understand and adhere to safety procedures and take precautions required to avoid cuts, bruises, burns, or scalds; ability to communicate effectively, both orally and in writing in English to ensure safety of food preparation and service; ability to operate all related computerized programs; and courtesy and tact in dealing with students and school personnel. Possession of a Fairfax County Sanitation Certification. Free of any infectious or communicable disease which, according to a determination by the United States Secretary of Health and Human Services, poses a risk of transmission through the handling of food. Successful completion of the Fairfax County Public Schools manager training course.

Human Resources

[Benefits Specialist II US-24 Benefit Services, Gatehouse Administration Center 10014BR](#)

Description: Performs the full range of professional duties related to disability and leaves benefits administration, including the performance of complex and/or sensitive activities; may manage a human resources large-scale, long-term project.

Qualifications: Any combination of education and experience equivalent to a bachelor's degree in human resources or related field, plus five years of progressively more responsible human resources or related experience, two years of which shall have been in absence management. Can demonstrate knowledge of the theory, procedures, and practices of Virginia workers compensation mandates and management of disability programs and policies is required; demonstrated knowledge and/or experience in benefits administration to include employee life insurance, retirement benefits; familiarity with the principles and methods of public human resources administration and educational institution organization preferred; and ability to communicate effectively, both orally and in writing. Experience with HRIS systems and/or Lawson is a plus.

Information Technology

[Director III, Information Technology Support Services US-30 Information Technology Support Services, Sprague Technology Center \(Open Until Filled\) 10063BR](#)

Description: Directs the broad-based sections, services, programs and activities of the Information Technology Support Services Office in the Department of Information Technology; plans, organizes, supervises, and evaluates all activities, program functions, personnel, and physical resources of Information Technology Support Services.

Qualifications: Any combination of educa-

tion and experience equal to a master's degree in Information Technology or related field, plus seven years of progressively more responsible experience in delivering and supporting IT products, services and support, some of which shall have been in a supervisory or leadership capacity. Can demonstrate broad knowledge of the principles, practices, methods and theories of modern management and trends related to Information Technology Support Services including service desk, technology and application support, organizational project management and digital technologies; knowledge of the methods, materials, procedures, and practices of the specialties in the office to which assigned; ability to manage fiscal, physical, and human resources necessary to carry out the function and programs of the office to which assigned; ability to supervise and lead; ability to conduct complex administrative studies; capacity to establish and maintain collaborative working relationships with personnel assigned to schools, other departments, public entities, and citizens; and ability to communicate effectively, both orally and in writing.

[Field Information Systems Senior Technician US-19 Woodson Annex - Information Technology \(Open Until Filled\) 10061BR](#)

Description: Performs the most highly skilled electronic, electrical, and mechanical technical tasks required to install, troubleshoot, repair, test, and maintain a broad range of complex information technology systems and electronic and mechanical equipment, used in life safety and telecommunications systems, cable television systems, and various school access and control systems; provides direction, on-the-job training, and leadership to a field team of service technicians.

Qualifications: Any combination of education, training, or experience equivalent to graduation from high school, plus six years of progressively more responsible experience in the field of information technology, electronic, and/or life safety systems maintenance and repair, two years of which

shall have been in a leadership role and have included advanced (college-level preferred) training in electronics and/or data communications. Can demonstrate knowledge of a broad array of procedures, practices, tools, test devices, and equipment involved in the operation, testing, troubleshooting, maintenance, installation, and repair Cable TV systems and coaxial cabling; ability to read, interpret, and explain instructions, diagrams, blueprints, and manufacturers' manuals; ability to keep records and make reports using desktop administrative software; ability to work at heights and move, transport, and raise objects heavy objects; sufficient visual acuity, strength, and dexterity to perform required tasks; and ability to communicate effectively, both orally and in writing. Valid driver's license with good driving record.

[Field Information Systems Technician I US-15](#)
[IT Communications, Woodson Annex - Information Technology \(Open Until Filled; Readvertisement\) 9997BR](#)

Description: Performs the skilled electronic, electrical, and mechanical technical tasks required to install, troubleshoot, repair, test, and maintain information technology systems and electronic and mechanical equipment, used in life safety and telecommunications systems, cable television systems, and various school access and control systems.

Qualifications: Any combination of education and experience equivalent to completion of tenth grade with technical training in electronics, plus four years of progressively more responsible experience with information technology, electronic, video, and/or life safety systems maintenance and repair, two years of which shall have been at the highest apprentice level. High school graduation preferred. Can demonstrate knowledge of the procedures, practices, tools, test devices, and equipment involved in the operation, testing, troubleshooting, maintenance, installation, and repair of security intrusion detection and access control systems that include, but are not limited to Aiphone and Digital Monitoring Products

(DMP); ability to troubleshoot and complete repairs; ability to read and interpret instructions, diagrams, sketches, blueprints, and manufacturers' manuals; ability to keep records and make reports; ability to work at heights; and sufficient visual acuity, strength, and dexterity to perform required tasks. Valid driver's license with a good driving record.

Instructional Services

[Educational Specialist, STEAM US-25](#)
[Willow Oaks Administrative Center 10058BR](#)

Description: Organizes curriculum projects and develops, disseminates, and/or implements programs and materials around Science, Technology, Engineering, Arts, and Mathematics (STEAM) for general or special student populations in the elementary, middle and high schools

Qualifications: Postgraduate educational license with endorsements in science, technology, engineering, arts or mathematics with administration and supervision preK-12 endorsement preferred plus five years of progressively more responsible teaching, supervisory, or administrative experience in the education field of specialization or equivalent education and experience or any combination of education and experience equivalent to a master's degree in computer science, information technology, science, mathematics, engineering or related field. Knowledge of FCPS STEAM program, instructional goals, procedures, and practices, and of growth, development, and learning theory in STEAM. Skill in oral and written communications and human relations with ability to manage program development, in-service training, and related activities and provide a high level of leadership for teachers and administrators; excellent human relations skills and ability to establish and maintain successful cooperative working relationship with appropriate school communities, and school-based and central office staffs.

Office Personnel

[Student Information Assistant III/IV US-13/14](#)
[Edison High School \(One Year Only\) 10018BR](#)

Description: Performs accurate, responsible, and confidential computerized student information processing and reporting following local directives and state guidelines in a high school; performs administrative duties involving public and student contact.

Qualifications: Any combination of education and experience equivalent to graduation from high school, plus four years of progressively more responsible office experience (preferably school-based), one year of which shall have included working as lower-level student information assistant or working with computerized databases. Can demonstrate knowledge of office procedures and practices; knowledge of school office operations and confidentiality requirements for student information; knowledge of database management methods and procedures; and ability to process automated data, maintain data files, retrieve information, and produce standard and ad hoc reports.

[Administrative Assistant I US-13](#)
[Food Services Office, Energy Zone Food Service Center \(Readvertisement\) 9596BR](#)

Description: Serves as an administrative assistant to central office assistant directors; relieves assigned administrator of routine administrative tasks; and ensures smooth and efficient operation of the Energy Zone office.

Qualifications: Any combination of education and experience equivalent to graduation from high school, plus three years of progressively more responsible experience, two years of which shall have been at the office assistant level or above. Financially related work experience and/or accounting course work preferred. Can demonstrate knowledge of procedures, practices, and operations of an office or administrative

setting; skill in business English, grammar spelling, and punctuation; and ability to operate computers, word processing and other software, and peripheral office equipment.

Administrative Assistant I US-13
South Lakes High School (219 Days;
One Year Only) 10055BR

Description: Serves as an administrative assistant to one or more school-based administrators; relieves assigned administrator of routine administrative tasks; and ensures smooth and efficient operation of the office.

Qualifications: Any combination of education and experience equivalent to graduation from high school, plus three years of progressively more responsible experience, two years of which shall have been at the office assistant level or above. Financially related work experience and/or accounting course work preferred. Can demonstrate knowledge of procedures, practices, and operations of an office or administrative setting; skill in business English, grammar spelling, and punctuation; and ability to operate computers, word processing and other software, and peripheral office equipment.

Student Information Assistant I/II
US-9/10
Washington Mill Elementary School
(214 Days; Readvertisement)
9978BR

Description: 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.

Qualifications: Any combination of education and experience equivalent to graduation from high school, plus two years of progressively more responsible general office experience (preferably school-based), one year of which shall have been equivalent to the office assistant level. Can demonstrate knowledge of office procedures and practices; knowledge of school

office operations and confidentiality requirements for student information; ability to operate computers and use appropriate software and peripheral equipment; and ability to develop and maintain effective working relationships with faculty, students, and parents.

Office Assistant US-8 (199 Days)

- **Forestdale Elementary School**
10019BR
- **Whitman Middle School (One**
Year Only) 10017BR

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: Any combination of education and experience equivalent to graduation from high school, plus some general office experience. Can demonstrate knowledge of basic business office practices and procedures; ability to use assignment-specific computers, software, and peripheral equipment.

Other Opportunities

Business Writing Instructor
Various Locations
Hourly \$32.20 per Hour

Description: Instructors will teach business writing to adult students in the Adult and Community Education (ACE) program part-time in the evenings. Openings are at various locations. Course is designed to improve English grammar skills in order to enter or advance in the workplace.

Qualifications: Experience teaching adults is preferred. Teaching license is preferred but not required. Classroom management skills, dependability, and initiative are required.

To Apply: Interested applicants should send their resumes to jimicari@fcps.edu.

Multilingual Translator
Document Processor
Wilton Woods Center
Hourly \$15.12 per Hour

Description: Perform duties related to document processing, including scanning forms, checking for errors, working with schools to research issues, updating data in a computer application, and organizing/filing forms.

Qualifications: Any combination of education and experience equivalent to graduation from high school. Computer skills, including word processing applications, spreadsheets, and accurate data entry. Attention to detail, ability to communicate effectively, and excellent customer service skills are required. Work schedule is 30 to 40 hours per week during daytime business hours from Monday to Friday. This position is temporary, likely for several months.

To Apply: Interested applicants should send their resumes to mlvan-dyke@fcps.edu.

Dining Room Assistants
Various Locations
\$11.11 per Hour

Description: Assists students during lunch time. Supervises student clean-up, keeps order and dismisses students to their teachers.

Qualifications: Friendly, energetic, and assertive in maintaining expectations of cafeteria behavior, and loves working with children.

To Apply: Interested applicants should send their resumes to the appropriate school contact listed below.

School Name	Contact Information
Kings Glen ES	Christine Ritter, caritter@fcps.edu



**Bus Driver
Positions Available**

\$18.82 Starting Salary

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



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
6 paid nonworking days

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

Or visit our website at
<https://www.fcps.edu/careers/career-opportunities/bus-driver-employment-opportunities>

*Non-Virginia residents must possess CIP/CLP (Commercial Instruction Permit/ Commercial Learners Permit or Commercial Driver's License (CDL-B) with P (passenger) and S (school bus) endorsements prior to training. Drivers must have a good driving record and be able to pass a physical exam.

Equal Opportunity Employer

**Summer Clinic
Woodson HS and Edison HS
Per Diem rate up to \$45.57 per Hour**

Description: The Department of Special Services will hold Summer Clinic from June 25 through August 10, 2018, at Edison HS and Woodson HS, in order to meet special education timelines regarding Child Find, eligibility, reevaluation, Section 504, and individualized education programs (IEP). General education and special education teachers are needed to staff this program. Interested applicants will designate their weekly work availability during the application process. Teachers selected to work during summer clinic will be compensated at their per diem rate up to \$45.57 per hour and could be asked to work up to 30 hours per week. Work schedules may vary depending on the needs of the program.

NOTE: FCPS Summer Clinic will be closed the week of July 2, 2018.

Qualifications: Valid Virginia teaching license with endorsements in teaching field(s) appropriate to assignment (general education and/or special education general curriculum K-12 or adapted curriculum K-12) plus three years' progressive teaching experience or equivalent experience with special student populations. Knowledge of FCPS curriculum; instructional goals; procedures and practices; and growth, development and learning. Demonstrated skill in the ability to identify the support needs of students with specific learning disabilities, emotional disabilities, and autism spectrum disorder. Ability to identify and support the implementation of research based instructional strategies. Skill in oral and written communication and human relations.

To Apply: Interested applicants should submit their resumes via FCPS Google Apps at:

<https://goo.gl/forms/Q4DZJjMquFp648f83>.

To complete your online application, please send a copy of your resume to dpehelp@fcps.edu.

**Homebound/Home-based Teachers Needed
Part-time, Hourly position
\$32.99 per Hour**

The Out-of-School Support Office, which provides teachers for students unable to attend school because of medical (homebound) or disciplinary reasons (home-based), is looking for additional teachers. All teachers with a valid Virginia license are welcome to apply. Teachers with Virginia certification in special education, math, science, and world languages are critically needed. This instruction may take place during the school day or after school hours for contracted teachers. For further information about this program, contact:

Ann Marie McDaniels	Edison, Lee, Hayfield, Mount Vernon, West Potomac, South County, West Springfield, and Lake Braddock Pyramids	571-423-4209
Patricia Hedgepeth	Herndon, Langley, Madison, Oakton, South Lakes, Falls Church, Marshall, and McLean Pyramids	571-423-4489
Janice Gaither	Annandale, Stuart, Centreville, Robinson, Chantilly, Fairfax, Westfield, Woodson Pyramids	571-423-4208
Kurt Mills	Program Manager, Out-of-School Support	571 423-4335



**Long-Term Substitutes
Various Locations
\$20.14 per hour**

Description: Temporary assignment of duties which may include the planning, assessment, instruction, communication, human relations, safety, and management of a classroom or assigned instructional setting.

Qualifications: Applicant must have completed a minimum of 60 college credits from an accredited college or university. Some Title I School positions may require the applicant to hold a valid Virginia teaching license with an endorsement appropriate for the specific assignment. Substitutes for school counselor positions must hold a master's degree in school counseling.

To Apply: Interested applicants should send their resumes to the school contact listed below. Individuals who are not already employed by FCPS as a substitute teacher must also create an account and submit a resume for the position of substitute teacher through CareerQuest at <https://www.fcps.edu/careers/career-opportunities/substitute-teaching>.

Elementary * = Title I School

School Name	Grade/Subject Area	Anticipated Start Date	School Contact
Camelot	Music (General Music)	April 17-June 15, 2018	Aileen Flaherty, akflaherty@fcps.edu
Cameron*	Grade 2	February – March 23, 2018	Tim Slayter, tslayter@fcps.edu
Cardinal Forest	Grade 3	Immediate need	Karen Kenna, khkenna@fcps.edu
Centre Ridge*	Kindergarten	February 2018	Chip Deliee, cedeliee@fcps.edu
Centre Ridge*	Special Education	Immediate need	Chip Deliee, cedeliee@fcps.edu
Chesterbrook	Kindergarten	Immediate need	Augie Frattali, affrattali@fcps.edu
Crossfield	Grade 6 - Math	March – June 15, 2018	Mark Granieri, mtgranieri@fcps.edu
Fairview	Grade 3	February 20, 2018	Tim Paper, tpaper@fcps.edu
Fort Hunt	Music (General Music)	February 22, 2018	Debbie Trenchard, dtrenchard@fcps.edu
Franklin Sherman	Grade 2	Immediate need	Joshua DeSmyter, idesmyter@fcps.edu
Franklin Sherman	Music (General Music)	February 2018	Joshua DeSmyter, idesmyter@fcps.edu
Glen Forest *	Grade 4	February – March 13	Christie McCarty, camccarty@fcps.edu
Kings Park	Special Education (Enhanced Autism)	February – June 2018	Dotty Lin, dotty.lin@fcps.edu
Louise Archer	Grade 5 AAP	April – June 2018	Michelle Makrigiorgos, migma-krigiorg@fcps.edu
Lynbrook*	Special Education (6 th Grade)	February- March 30, 2018	Erika Aspuria, elaspuria@fcps.edu
North Springfield	Kindergarten	April – June 2018	Chad McRae, cgmcr@fcps.edu
North Springfield	Grade 1	March – May 2018	Chad McRae, cgmcr@fcps.edu
Parklawn*	Grade 2	April 26, 2018	Rebecca Forgy, rlforgy@fcps.edu
Parklawn*	Grade 4	May 2018	Rebecca Forgy, rlforgy@fcps.edu
Parklawn*	Grade 5	May 2018	Rebecca Forgy, rlforgy@fcps.edu

**Long-Term Substitutes
Various Locations
\$20.14 per hour**

Description: Temporary assignment of duties which may include the planning, assessment, instruction, communication, human relations, safety, and management of a classroom or assigned instructional setting.

Qualifications: Applicant must have completed a minimum of 60 college credits from an accredited college or university. Some Title I School positions may require the applicant to hold a valid Virginia teaching license with an endorsement appropriate for the specific assignment. Substitutes for school counselor positions must hold a master's degree in school counseling.

To Apply: Interested applicants should send their resumes to the school contact listed below. Individuals who are not already employed by FCPS as a substitute teacher must also create an account and submit a resume for the position of substitute teacher through CareerQuest at <https://www.fcps.edu/careers/career-opportunities/substitute-teaching>.

Elementary * = Title I School

School Name	Grade/Subject Area	Anticipated Start Date	School Contact
Riverside*	Grade 3	May – June 15, 2018	Dawn Champion, Dawn.Champion@fcps.edu
Riverside*	Kindergarten Teacher	May – June 15, 2018	Dawn Champion, Dawn.Champion@fcps.edu
Rolling Valley	Art	March – June 15, 2018	Maureen Boland, mboland@fcps.edu
Rolling Valley	Grade 3	Immediate need	Maureen Boland, mboland@fcps.edu
Sangster	Art	May 1, 2018	Lisa Reddel, lmreddel@fcps.edu
Saratoga*	Grade 5	Immediate need	Amy Miller, ahmiller1@fcps.edu
Sleepy Hollow*	Grade 2	February 2018	Eric Johnson, etjohnson@fcps.edu
Sunrise Valley	Grade 4	March 19 - June 15, 2018	Kevin West, kmwest@fcps.edu
Terraset	Kindergarten	April – June 2018	Lindsay Trout, LTrout@fcps.edu
Wakefield Forest	Grade 2	Immediate need	Amy Williams, awilliams1@fcps.edu
Waples Mill	Instructional Assistant for Preschool Autism Class- room	Immediate need	Greg Brotemarkle, gjbrotemarkle@fcps.edu
Westbriar	Grade 5	March – June 15, 2018	Mary Tam, mhtam@fcps.edu
West Springfield	Grade 2	Immediate need	Kelly Sheers, klsheers@fcps.edu
Willow Springs	Special Education (Enhanced Autism)	Immediate need	Sarah Van Aalst, smvanaalst@fcps.edu

**Long-Term Substitutes
Various Locations
\$20.14 per hour**

Description: Temporary assignment of duties which may include the planning, assessment, instruction, communication, human relations, safety, and management of a classroom or assigned instructional setting.

Qualifications: Applicant must have completed a minimum of 60 college credits from an accredited college or university. Some Title I School positions may require the applicant to hold a valid Virginia teaching license with an endorsement appropriate for the specific assignment. Substitutes for school counselor positions must hold a master's degree in school counseling.

To Apply: Interested applicants should send their resumes to the school contact listed below. Individuals who are not already employed by FCPS as a substitute teacher must also create an account and submit a resume for the position of substitute teacher through CareerQuest at <https://www.fcps.edu/careers/career-opportunities/substitute-teaching>.

Middle

School Name	Grade/Subject Area	Anticipated Start Date	School Contact
Herndon	ESOL Math	February 12, 2018	Karyn Niles, KENiles@fcps.edu
Holmes	Special Education Math – Grade 7	February 26, 2018	Margaret Barnes, mfarnes@fcps.edu
Holmes	Tech Ed	February 20, 2018	Margaret Barnes, mfarnes@fcps.edu
Poe	Physical Education (Preference - female candidate for locker room coverage)	February 2018	Bianca Aiello, Baaiello@fcps.edu
Sandburg	School Counselor	Late April—June 15, 2018	Paul Smith, pdsmith1@fcps.edu
South County	Special Education (Intellectual Disabilities)	Immediate need	Marsha Manning, mdmanning@fcps.edu
Twain	English 8	April 15 – June 15, 2018	Melissa Montgomery, mlmontgomery@fcps.edu

High

School Name	Grade/Subject Area	Anticipated Start Date	School Contact
Edison	Special Education (Learning Disabilities)	Immediate need	Pamela Brumfield, pebrumfield@fcps.edu
Oakton	Art Teacher	Immediate need	Sal Olivo, sdolivo@fcps.edu & Adam Hatchl, ahatchl@fcps.edu
Oakton	Math Teacher with ESOL Experience	Immediate need	Sal Olivo, sdolivo@fcps.edu & echussain@fcps.edu
Oakton	Social Studies (World History)	February 19 – March 23, 2018	Larry Stroud, lcstroud@fcps.edu & Chris Fowler CFowler@fcps.edu
South Lakes	Special Education (Severe Disabilities)	Immediate need	Lisa Taweel, ljtaweel@fcps.edu

Open Until Filled Positions

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

Job#	Job Title	Grade	Office/Department	Location
9927BR	Accounting Analyst II	US-24	Comptroller	Gatehouse Adm Ctr
9866BR	Administrative Assistant III	US-15	Budget Services	Gatehouse Adm Ctr
9892BR	Auditor II	US-24	Auditor General	Gatehouse Adm Ctr
10014BR	Benefits Specialist II	US-24	Benefits Services	Gatehouse Adm Ctr
9348BR	Budget Analyst II	US-24	Budget Services	Gatehouse Adm Ctr
9657BR	Budget Analyst II	US-24	Budget Services	Gatehouse Adm Ctr
9820BR	Budget Analyst IV	US-26	Budget Services	Gatehouse Adm Ctr
9260BR	Bus Driver I/II	US-Schedule H	Transportation Services	Various
10004BR	Business Operations Assistant I/II/III	US-12/13/14	Payroll Management	Gatehouse Adm Ctr
9869BR	Coordinator II, Sustainability	US-26	Facilities Management	Sideburn Support Ctr
9597BR	Database Engineer I/II	US-26-27	Enterprise Info Services & Assess	Wilton Woods Ctr
9480BR	Desktop Management Programmer	US-25	IT Customer Service Center	Sprague Tech Ctr
9859BR	Director III	US-30	Equity & Employee Relations	Gatehouse Adm Ctr
10063BR	Director III	US-30	Information Technology Support Svcs	Sprague Center
9514BR	Educational Interpreter I/II	US-17/18	Vision & Hearing Services	Various
9611BR	Field Construction Representative	US-19	Design & Construction	Gatehouse Adm Ctr
9384BR	Field Information Systems Technician I	US-15	Information Technology	Woodson Annex
9997BR	Field Information Systems Technician I	US-15	IT Communications	Woodson Annex
9499BR	Field Information Systems Technician II	US-17	IT Operations	Woodson Annex
10061BR	Field Information Systems Senior Technician	US-19	Information Technology	Woodson Annex
9164BR	Field Services Technician I	US-15	Information Technology	Woodson Annex
9936BR	Field Services Technician II	US-17	IT Operations	Woodson Annex
9970BR	Financial Analyst I	US-21	IT Support Services	Sprague Tech Ctr
10015BR	Financial Analyst II	US-24	Procurement Services	Gatehouse Adm Ctr
9324BR	Food Services Manager-in-Training	US-Schedule H	Food and Nutrition Services	Energy Zone Ctr
9264BR	Food Services Worker	US-Schedule H	Food and Nutrition Services	Various
9172BR	Groundskeeper	US-10	Facilities Management	Woodson Complex
9651BR	HVAC Technician I	US-17	Facilities Management	Edison Support Ctr
9149BR	Industrial Electrician I	US-15	Facilities Management	Merrifield Support Ctr
9640BR	Industrial Electrician I (evening shift)	US-15	Facilities Management	Sideburn Support Ctr
9965BR	Manager, Construction Projects	US-25	Design & Construction	Gatehouse Adm Ctr
9467BR	Manager, Title I	US-26	Professional Learning & Family Engmt	Willow Oaks Adm Ctr
9991BR	Medicaid Financial Specialist (One Year Only)	US-21	Operations and Strategic Planning	Gatehouse Adm Ctr

Open Until Filled positions continued on next page

Coaching positions can be found at [Call for Coaches](https://www.fcps.edu/careers/career-opportunities/coaching-opportunities)
<https://www.fcps.edu/careers/career-opportunities/coaching-opportunities>



Open Until Filled Positions

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

Job#	Job Title	Grade	Office/Department	Location
9574BR.....	Paralegal.....	US-19.....	Division Counsel.....	Gatehouse Adm Ctr
9204BR.....	Planner II (may be underfilled).....	US-24.....	Facilities Planning.....	Gatehouse Adm Ctr
8948BR.....	Program Evaluation Specialist.....	US-25.....	Research & Strategic Improvement.....	Gatehouse Adm Ctr
9921BR.....	Program Evaluation Specialist (One Year Only).....	US-25.....	Research & Strategic Improvement.....	Gatehouse Adm Ctr
9330BR.....	Project Manager, Human Resources.....	US-26.....	Benefits Services.....	Gatehouse Adm Ctr
9400BR.....	Psychologist.....	US-24.....	Special Services.....	Various
9644BR.....	Restorative Justice Practice Specialist I.....	US-21.....	Student Safety & Wellness.....	Willow Oaks Adm Ctr
9977BR.....	Senior Buyer.....	US-21.....	Procurement Services.....	Gatehouse Adm Ctr
9554BR.....	Senior Educational Services Specialist.....	US-25.....	Due Process and Eligibility.....	Willow Oaks Ctr
9963BR.....	Senior Technology Support Specialist.....	US-25.....	Info Technology Support Services.....	Nancy Sprague Ctr
9995BR.....	Software Developer I/II.....	US-23/25.....	Enterprise Info Services & Assess.....	Wilton Woods Center
9871BR.....	Software Engineer.....	US-26.....	Information Technology.....	Wilton Woods Center
9573BR.....	Staff Attorney.....	US-28.....	Division Counsel.....	Gatehouse Adm Ctr
9964BR.....	Technology Support Specialist.....	US-23.....	Info Technology Support Services.....	Nancy Sprague Ctr
9527BR.....	Transportation Van Driver.....	US-Schedule H.....	Transportation Services.....	Various Locations

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