



MONTGOMERY COUNTY PUBLIC SCHOOLS

Office of Human Resources • 7361 Calhoun Place • Rockville, MD 20855



How you search and apply for jobs is changing. Starting in November, all MCPS vacancies will be advertised on the new MCPS Careers website. Find out more about MCPS Careers at www.montgomeryschoolsmd.org/bulletin/article.aspx?id=66152.

Employment opportunities are published each week in the Management Memo. Jobs also can be found on the MCPS web Staff Page (www.montgomeryschoolsmd.org/staff/) in the left column under "Human Resources." The jobs below were available at Management Memo deadline. All require excellent human relations skills. These are summaries of minimum & special job requirements. For staffing information, contact the Department of Staffing at 301-279-3515. Employment opportunities & written job descriptions are available at www.montgomeryschoolsmd.org/departments/personnel. Applicants will be screened based on the job descriptions & special considerations. MCPS experience will be given positive consideration for interview when all criteria are met for the posted vacancy. All active permanent & temporary employees must apply on MCPS Form 446-6; outside (new) applicants must complete the Interest in Advertised Vacancy Form, located at the Office of Human Resources reception area. Specify ad number, school or location & name of the personnel specialist following the job summary. Take tests & submit required materials by the application deadline; additional skills tests may be administered after the deadline. A job change may affect retirement/pension status; check with the Employee & Retiree Service Center, 301-517-8100. Returning from leave, involuntary transfers & reassigned employees will have priority.

Unless otherwise indicated, the deadline for all jobs is 10/27/2009. Apply by job number and title for all supporting services positions. Faxes will not be accepted. Applications must be either hand-carried to the Department of Staffing or sent by internal or U.S. mail.

ADMINISTRATIVE

Administrative & supervisory positions available at time of publication are listed in bold below. Full descriptions are available on the Office of Human Resources employment information website (www.montgomeryschoolsmd.org/departments/personnel/employment/aands.shtm) or on Outlook under Public Folders/All Public Folders/ Employment Opportunities/Administrative.

SUPPORTING SERVICES

OQ = Optimally qualified
SQ = Senior qualified

#4 Building service worker (community use) (6) (various loc.)—Gen. clng. exper., incl. repetitive lifting; abil. to maint. security of school bldg., work independently, commun. with community use groups & secure boiler lic.; basic English req., computer skills pref.; flexible rotation hrs., incl. 8 hrs. Sat., 8 hrs. Sun. & 4 hrs. one weeknight; must have own transp.; loc. subject to change. (Arrington)

#4025 Cafeteria worker I (perm. substitute) (7) (SQ) (6 hrs., 10 mos.) Div. of Food & Nutrition Services—Food prep. exper. req.; must have own transportation & be avail. to work at different loc.; mileage allowance. (Garcia)

#4026 Food services satellite manager II (11) (SQ) (6 hrs., 10 mos.) Montgomery Knolls ES—School cafeteria worker exper.; able to work independently, prepare accurate reports & balance cash receipts; good commun. skills; satellite mgr. test req. Pref. given to cand. with elem. exper. (Garcia)

#4021 Facilities designer (25) (OQ) (civil engineer project manager) (8 hrs., 12 mos.) Div. of Construction—BS in civil engineering from accredited college or equiv. job exper.; consid. consulting engineering & design exper. in civil engineering rel. to school, bldg. & facilities design & construction; exper. in construction proj. mgmt.; abil. to develop & prepare written recommendations & reports, plans/specs. for bidding, & provide expert civil engineering advice; abil. to use standard app. software within engineering field. Pref. given to cand. with State of MD prof. engineering lic. (civil) or equivalent work exper.; must be able to travel to construction sites on a frequent & unscheduled basis. (Arrington)

#4022 Energy management specialist (22) (OQ) (8 hrs., 12 mos.) Dept. of Facilities Management—BS degree in civil, mechanical, electrical engineering, construction mgmt. or architecture; or AA degree with equiv. work-related exper. & min. 4 yrs. exper. in bldg. construction industry; or high school graduate supplemented by accredited technical coursework &/or trng. in control sys. for heating, ventilating & air conditioning sys. & min. 8 yrs. exper. in bldg. construction industry; abil. to communicate technical material to nontechnical audience; strong computer working capabilities in MS Office, Adobe Acrobat & AutoCAD. (Arrington)

Montgomery County Public Schools prohibits illegal discrimination on the basis of race, color, national origin, religion, gender, age, marital status, socioeconomic status, sexual orientation, physical characteristics or disability. Inquiries or complaints regarding discrimination or Title IX issues such as gender equity & sexual harassment should be directed to the MCPS Compliance Officer, Office of the Deputy Superintendent, 850 Hungerford Drive, Room 129, Rockville, MD 20850, at 301-517-8265.

