



# EMPLOYMENT OPPORTUNITIES

October 23, 2009

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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

**New MCPS Careers System.** Starting in November, all MCPS vacancies will be advertised on the new MCPS Careers website. This new system will give current and prospective MCPS employees better access to all vacancies, provide more information about positions and provide staff the tools to manage their careers from any computer with Internet access. For additional information, visit [www.mcpsc Careers.org](http://www.mcpsc Careers.org).

**Sessions on New MCPS Careers System.** Supporting services staff can attend a 45-minute sneak preview of the new MCPS Careers System on Oct. 26 in the Office of Human Resources to view a demonstration and ask questions of office staffers. Additional sessions will be held in the CESC cafeteria. Attendance is on your own time. Please register for sessions on PDO.

Section #	Start Date	Section Time	Location
63096	10/26/2009	3:00–3:45 p.m.	Metro Park North, Maple Room, 4th Floor
63097	10/26/2009	4:00–4:45 p.m.	Metro Park North, Maple Room, 4th Floor
63098	10/26/2009	5:00–5:45 p.m.	Metro Park North, Maple Room, 4th Floor
63099	10/26/2009	6:00–6:45 p.m.	Metro Park North, Maple Room, 4th Floor
63100	10/27/2009	5:30–6:15 p.m.	Carver Educational Services Center (CESC) Cafeteria
63101	10/27/2009	6:30–7:15 p.m.	CESC Cafeteria
63102	10/28/2009	5:30–6:15 p.m.	CESC Cafeteria
63103	10/28/2009	6:30–7:15 p.m.	CESC Cafeteria
63104	10/29/2009	5:30–6:15 p.m.	CESC Cafeteria
63105	10/29/2009	6:30–7:15 p.m.	CESC Cafeteria

If you are unable to attend, visit [www.mcpsc Careers.org](http://www.mcpsc Careers.org) for additional information. E-mail questions to [mcpsc Careers@mcpsmd.org](mailto:mcpsc Careers@mcpsmd.org).

**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](http://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/](http://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](http://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 11/3/2009. 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.shtml](http://www.montgomeryschoolsmd.org/departments/personnel/employment/aands.shtml)) or on Outlook under Public Folders/All Public Folders/Employment Opportunities/Administrative.

**Supervisor of Counseling Services (O).** Deadline: Oct. 30.

### SUPPORTING SERVICES

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**OQ = Optimally qualified**  
**SQ = Senior qualified**

**#4031 Building service manager III (13) (OQ)** (8 hrs., 12 mos.) Little Bennett ES—Bldg. maint. exper. incl. supervisory

exper.; knowl. of bldg. serv. methods, mats. & practices incl. HVAC; boiler lic.; MCPS leadership, plant equip. operations & AC courses pref.; bldg. serv. mgr's exam.; abil. to work with diverse user groups desirable; must be able to acquire MD boiler lic. within 6 mos. (Maranon)

**#4032 School secretary I (12) (SQ)** (8 hrs., 10 mos.) Carderock Springs ES—HS grad.; gen. clerical exper; computer skills incl. word processing & database; MCPS typing test req. (Maranon)

**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.**

