



# JOB ANNOUNCEMENT

**Opening Date:** May 7, 2018

**Closing Date:**

May 11, 2018

**Position Classification:** Non-Certificated

**Position Title:**

See below

## Method of Application:

Interested employees MUST submit all of the following documents to be considered for posted positions: teacher transfer request, résumé and license. All completed transfer request and supporting documents MUST be received by 11:59 p.m., Friday, May 11, 2018.

### ❖ **DuBois Prep Academy of Arts & Technology- Elementary**

➤ **Position Title:** *Instructional Computer Technician*

**Position Type:** Full-Time

**Qualifications:** Minimum 48 Semester hours • Associate's or higher degree or • passed WorkKeys or ParaPro Assessment

**Knowledge, Skills, Abilities:** Knowledgeable of methods, procedures, and techniques pertaining to instructional technology, computer hardware and software applications systems • Instructional media and information technology trends, practices and procedures • Computer operating systems and a variety of computer hardware and software applications • Basic concepts of adolescent growth and development; and developmental behavior characteristics. • Student behavior/classroom management strategies and techniques.

### ❖ **DuBois Prep Academy of Arts & Technology-Middle**

➤ **Position Title:** *Custodial Worker*

**Position Type:** Part-Time

**Qualifications:** High school diploma or equivalence

**Knowledge, Skills and Abilities/Duties:** Maintains cleanliness and sanitation by performing cleaning services • Sweeps, mops and waxes floors; washes walls and windows, dusts • Empties wastebaskets and collects and disposes of refuse • May undertake routine maintenance tasks related to building operating systems, i.e.; changing filters, etc. • Checks windows and doors to see that they are closed and locked when proper • Moves and arranges chairs, tables and other furniture or equipment • Cleans and mops lavatories and locker rooms and replaces soap and paper towels • May make minor repairs to furniture, electrical fixtures, windows and shades, locks, faucets, heating system and other equipment.

### ❖ **DuBois Prep Academy of Entrepreneurship-Elementary**

➤ **Position Title:** *Supervising Building Engineer*

**Position Type:** Full-Time

**Qualifications:** High school diploma or equivalence • Minimum of four (4) years of related experience and/or trade school training • HVAC Certification preferred

**Knowledge, Skills and Abilities:** General knowledge of applicable codes, regulations, governmental agency and directives related to building operations and work safety. • Ability to work independently • Ability to resolve problems and solutions • Ability to interact with positive manner with internal and external customers.

## Methods of Submission:

Employees may submit transfer requests via courier mail, email, fax or walk-in/hand-delivery, postal mail.

**Email:** [hr@duboiscs.org](mailto:hr@duboiscs.org)

**F a x :** (901) 505-6840

### **Walk-ins/hand-delivery or postal mail:**

W.E.B. DuBois Charter Schools Consortium  
Department of Human Resources  
Attn: Yolanda Rounds  
1980 Nonconnah Blvd., Ste. 400  
Memphis, TN 38132