

ADMINISTRATIVE MEMO #1439 – 2014/2015
November 6, 2014



EMPLOYMENT OPPORTUNITY

POSITION: Vocational Aide – Vocational Training Center (VTC)

TERM: Full Time - 12 months

QUALIFICATIONS:

- Prefer experience in working with adults with intellectual and developmental disabilities and mental illness. Ability to supervise, job coach and monitor adults with disabilities and mental illness in a work setting at VTC. Must be flexible and willing to adjust work schedule daily.
- Requires ability to document individual information as required by the Person Centered Service Plan.
- Requires completion of competency based modules as dictated by the North Dakota Department of Human Service, Developmental Disabilities Division. The classes are provided by VTC.
- Position requires occasional lifting up to 50 lbs. and frequent reaching, carrying, bending, stooping, kneeling, walking and standing.
- May supervise crews on and off-site performing cleaning services. May accompany individuals to off-site activities. May include personal care responsibilities based on individual needs.

SALARY: Support Personnel Salary Schedule
Group 3 - \$13.79-\$17.16 per hour DOE, benefits; 40 hours per week

DEADLINE: Until Filled

TO APPLY: Log on to our website at www.fargo.k12.nd.us and go to 'Career Opportunities', then to 'Apply online' and complete our online application form. For more information or questions please call 701-446-1050 or email at jobopportunities@fargo.k12.nd.us.
INTERNAL CANDIDATES: Log on to our website at www.fargo.k12.nd.us, go to the Employee Portal, then click on 'Human Resources' on the left side of the page, scroll down, then click on 'Internal Job Postings' and complete our online application form.

The Fargo Public Schools is an Equal Opportunity Employer who fully and actively supports equal access for all people regardless of race, color, religion, national origin, gender, age, Veteran status, disability or non-qualifying handicap, genetic information or testing in its education/activities and employment practices. The Fargo Public Schools seek to provide access to all its programs for those interested persons who might have a variety of handicapping conditions. This includes those with impaired vision and hearing loss. Furthermore, Fargo Schools' district policy 5060 assures that the district and its employees will not retaliate against any persons who file a complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination regarding these or any other OCR enforced statutes. Additionally the School District will discipline any individual who retaliates or takes adverse action against any person who reports alleged discrimination and/or harassment or who testifies, assists, or participates in any investigation relating to a discrimination and/or harassment complaint. If you have concerns or need information regarding the existence and location of services, activities, and facilities that are accessible, please contact the 504 Coordinator, David Burkman, Principal, Woodrow Wilson High School at (701)446-1000. For more information regarding Title IX compliance call, Brad Franklin, Principal, Jefferson Elementary School or Patricia Cummings, Director, Student Support Services at (701) 446-1009. You may also write to the coordinators at Fargo Public Schools, 415 N 4th Street, Fargo, ND 58102. Fargo Public Schools also acknowledges your right to file a discrimination complaint at any time with: U.S. Department of Education, Office for Civil Rights, Midwestern Division Chicago Office, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204