

Hudson County Schools of Technology
One High Tech Way - Secaucus, New Jersey 07094
Tel (201) 662-6700
mdaniels@hcestonline.org

JOB POSTING

HCST Board of Education is accepting applications for the listed Part-Time Instructional positions for High Tech High School for the 2019-2020 School Year.

Part-Time Teacher of Music
High Tech High School

Qualification: Valid NJ State Teacher Certification - \$30 per hour
Vocational candidate preferred in area of music and instrumentation - \$40 per hour

Application Procedures:

- 1) Send email of letter/application to: Colleen Smith, Director of Human Resources csmith@hcestonline.org.
- 2) Send copy of letter/application to: Joseph M. Muniz, Board Secretary.
- 3) Send email of letter/application to: Michele Daniels, Superintendent's Executive Secretary
mdaniels@hcestonline.org.
- 4) Send copy of letter/application to: Dr. Joseph Giamarella, Principal High Tech High School.

Please include your home mailing address, email and phone number.

Posting Date: December 13, 2019

Closing Date: January 2, 2020

NONDISCRIMINATION NOTICE

"It is the policy of the Board of Education of the Hudson County Schools of Technology not to discriminate in its programs, activities, employment practices or admission policies on the basis of race, color, creed, religion, sex, ancestry, national origin, affectional and sexual orientation, disability or social or economic status."
Inquiries regarding affirmative action, discrimination (including Title IX requirements), sexual harassment or equity should be directed to:

Alicia Abraham, AAO/Section 504 Officer/Title IX Coordinator
Hudson County Schools of Technology
Tel (201) 662-6724

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JOB POSTING

HCST Board of Education is accepting applications for the listed Instructional positions for High Tech High School /D/FAB Academy.

Full Time Machinist/Welding Instructor
High Tech High School / D|Fab Academy

The successful instructional candidate will:

- safely and expertly manipulate metal fabrication tools and technologies,
- demonstrate sophisticated and current knowledge of industry-standard machining/welding equipment and their relevant applications and processes in the workplace,
- expertly utilize manual and CNC technologies to create both unique artifacts and mass-scale production,
- successfully facilitate the cultivation of knowledge and skills related to all of the above processes for a diverse student population ranging from 9th to 12th grade,
- consistently and appropriately recognize and adapt instruction for each students' grade- and individual-skill level,
- be responsible for demonstrating, modeling, and ensuring proper workplace safety and procedures with all students.

Qualification: Valid NJ State Teacher and Vocational Certification Required.

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 - 2) Send copy of letter/application to: Joseph M. Muniz, Board Secretary.
 - 3) Send email of letter/application to: Michele Daniels, Superintendent's Executive Secretary mdaniels@hcestonline.org.
 - 4) Send copy of letter/application to: Dr. Joseph Giammarella, Principal HTHS
- Please include your home mailing address, email and phone number.**

Posting Date: December 13, 2019

Closing Date: January 2, 2020

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JOB POSTING

HCST Board of Education is accepting applications for the listed Instructional Position for the Hudson County Schools of Technology School District for the 2019-2020 School Year:

Part-Time School Psychologist

All HCST District School

\$35. Per hour, not to exceed 24.5 hours

Qualifications: Requires NJ School Psychologist Certification.

Application Procedures:

- 1) Send email of letter/application to: Colleen Smith, Director of Human Resources
csmith@hcstonline.org.
- 2) Send copy of letter/application to: Joseph M. Muniz, Board Secretary.
- 3) Send email of letter/application to: Michele Daniels, Superintendent's Executive Secretary
mdaniels@hcstonline.org.
- 4) Send copy of letter/application to Ann Gherardi, Child Study Team Coordinator EWBC.

Please include your home mailing address, email and phone number.

Posting Date: December 13, 2019

Closing Date: January 02, 2019

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JOB POSTING

HCST Board of Education is accepting applications for the listed Instructional Position at County Prep High School/EWBC for the Medical Science Program for the 2019-2020 School Year:

Career & Technical Education Instructor

Qualifications:

NJ Health Occupations Certification

Master's Degree

Clinical Experience (Minimum 5 years)

Licensed Health Provider

Performance Responsibilities:

Classroom management, attendance, Power School and Grading.

Planning and supervising field trips and internships.

Preparing lessons and teaching one or more of the following medical science courses:

Health Careers Exploration

Health Occupations Comprehensive

Anatomy & Physiology 1 and 2

Emergency Medical Technical (First Aid)

Introduction to Pharmacology with Medical Math

Fundamentals of Health and Wellness

Scientific Principles of Nutrition

Medical Terminology

Preparing students to test for college credits from Rutgers SHP.

Preparing lesson plans, tests, projects, papers, skills and hands-on activities for assigned medical science classes.

Maintaining standards for CTE Program of Study.

Participating in planning courses and curriculum.

Keeping up-to-date with health care trends and discoveries.

Application Procedures:

1) Send email of letter/application to: Colleen Smith, Director of Human Resources
csmith@hcstonline.org.

2) Send copy of letter/application to: Joseph M. Muniz, Board Secretary.

3) Send email of letter/application to: Michele Daniels, Superintendent's Executive Secretary
mdaniels@hcstonline.org.

4) Send copy of letter/application to: Barbara Mendolla, Principal County Prep High School, EWBC.

Please include your home mailing address, email and phone number.

Posting Date: December 13, 2019

Closing Date: January 2, 2020

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JOB POSTING

HCST Board of Education is accepting applications for the listed Non- Instructional position for the Hudson County Schools of Technology, Frank J. Gargiulo Campus for the 2019-2020 School Year.

**Lead IT Technician
(See Job Description)**

Application Procedures:

- 1) Send email of letter/application to: Colleen Smith, Director of Human Resources csmith@hcstonline.org.
- 2) Send copy of letter/application to: Joseph M. Muniz, Board Secretary.
- 3) Send email of letter/application to: Michele Daniels, Superintendent's Executive Secretary
mdaniels@hcstonline.org .
- 4) Send copy of letter/application to: Dr. Joseph Sirangelo, Director of Planning, Research and Evaluations.
- 5) Send copy of letter/application to: Christine Carroll, Network Systems & IT Support Services, FJGC.

Please include your home mailing address, email and phone number.

Posting Date: December 13, 2019

Closing Date: January 02, 2020

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Hudson County Schools of Technology
Tel (201) 662-6724*

TITLE: Lead IT Support Technician

REPORTS TO: IT Support Services Facilitator/DESIGNEE

QUALIFICATIONS:

- Bachelor's degree, Technical School diploma, or 6 years' experience in computer/network support.
- Expertise in installation, support and troubleshooting of Windows OS, Mac OS, Chrome OS, IOS, Android, Microsoft Applications, Google Apps, and computer hardware.
- Experienced in creation and deployment of images for Windows and OS X Operating Systems.
- Knowledge of scripting for the deployment of software packages to both Windows and Mac computers.
- Experienced in troubleshooting, diagnosing and resolving client network connectivity issues in an enterprise environment, such as issues with accessing the internet, accessing the local network and accessing wireless.
- Excellent analytical, decision-making, and problem solving skills
- Ability to effectively prioritize, manage, and document all work using the IT Helpdesk ticketing system.
- Ability to work during non-business hours and/or available to assist with emergencies during holiday or weekend hours as needed.
- Ability to work independently with minimal supervision.
- Ability to interact and communicate professionally with staff, students, and members of the public.
- Ability to lift equipment up to 50lbs and climb ladders.
- Travel between locations is required, so candidate must possess a valid driver's license and provide their own vehicle.

JOB GOAL:

Provides maintenance and support for simple to moderately complex client products. Supports, mentors, and trains technical staff as needed. Provides level 1 and 2 support to users for software, hardware, and networking issues. Escalates to level 3 support when necessary.

PERFORMANCE RESPONSIBILITIES:

1. Identify, analyze and resolve technical issues with operating systems, hardware, software, AV equipment, and network connectivity.

2. Carry out the successful installation and maintenance of computer hardware, peripherals, and software in the district.
3. Create and deploy Operating System images across a variety of hardware using district imaging solution.
4. Troubleshoot, diagnose, and resolve client network connectivity issues.
5. Deploy and maintain software on district computers.
6. Uses a ticketing system to manage and assign cases to appropriate staff. Logs all activities and case updates. Escalates issues as needed.
7. Ensures all policies, procedures, and standards that have been set forth by the IT department/District are being followed and goals are being met.
8. Maintain and control an accurate inventory of all hardware and software deployed.
9. When required, install, configure, test, maintain, monitor and troubleshoot end user workstation software and networking software products.
10. Provide training and support to IT Support technicians on district hardware, software, and network issues.
11. Provide initial user training as needed on hardware and software as installed.
12. Remain current on the latest skills and developments applicable to the field of technology and education.
13. Work in coordination with the IT Support Facilitator.
14. Performs such other duties as may be assigned.

TERMS OF EMPLOYMENT: 12 Month work year; 40 hour work week.

EVALUATION: Performance of this job shall be in accordance with the Board's policy of evaluation of non-instructional personnel.

SALARY GUIDE: Technology Services I Guide

New: 9/1/19

Revised: 1/1/20

**Hudson County Schools of Technology
Career Development Center
530-48th Street, 6th Floor
Union City, NJ 07087
Tel (201) 369-5205 Ext. 3725 – Fax (201) 395-4779
dferrant@hcstonline.org**

JOB POSTING

HCST Board of Education is accepting applications for the listed position:

Bi-Lingual Career Development Facilitator

Position Qualifications – See Attached Job Description

Application Procedures:

- 1) Send letter of interest/application to: Steven Smith, Director, One-Stop Operations
- 2) Email copy of letter to: Joseph M. Muniz, Board Secretary: jmuniz@hcstonline.org
- 3) Email copy of letter to: Michele Daniels, Supt. Executive Sec: mdaniels@hcstonline.org

Please include your home mailing address, email and phone number.

Posting Date: December 13, 2019

Closing Date: December 27, 2019

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BI-LINGUAL CAREER DEVELOPMENT FACILITATOR

DEFINITION:

Under the supervision of the Assistant Director/Finance Coordinator, is responsible for providing career development assistance to all clients seeking employment.

DUTIES:

1. Assists clients in identifying and understanding the various aspects of the clients' individual employment barriers.
2. Initiates the development of an Individual Service Strategy (ISS).
3. Facilitates the individualized assessment of the client through the coordination of various evaluation services
4. Directs client to the appropriate service silo.
5. Documents all client contact and counseling interviews.
6. Follows up on progress of client to ensure quality of service and contract compliance.
7. When appropriate, make referrals to other agencies.
8. Contact employers to facilitate job development, job matching, and job referral.
9. Conducts and moderates employability (group) workshops.
10. Attend workshops, seminars, and skills upgrade training as required.
11. Comprehend and use career development computer resources.
12. Performs other related duties as assigned.
13. Access to secure components to Americas One Stop Operating System.
14. Conducts and moderates the Training Orientation class and assigns clients to counselors.
15. Provides testing in the specialized areas of career aptitude, career interest and abilities, work related skills, and literacy and enters results in AOSOS.
16. Provides assistance to all clients who wish to access resource area.
17. Comprehends and utilizes career development computer resources.
18. Registers clients seeking assistance in the client tracking system (AOSOS)
19. Assistant in the Workforce Learning Link Classroom.

REQUIREMENTS:

Education: Graduation from an accredited College or University with a Bachelor's Degree

KNOWLEDGE AND ABILITIES:

1. Some knowledge of the social and economic problems involved in the employment of the economically disadvantaged and also the unemployed.
2. Knowledge of the principals of vocational counseling.

3. Knowledge of various community resources ordinarily available to increase the employability of job seekers.
4. Knowledge of employer – employee relations and the characteristics of program participants.
5. Ability to read, write, speak and understand the English and Spanish Language sufficiently to perform the duties of this position.
6. Ability to establish and maintain effective working relationships with other staff members, program participants, and other partners.
7. Ability to communicate effectively both orally, and in writing.

TERMS OF EMPLOYMENT: TWELVE (12) MONTHS
Ninety (90) Day Probationary Period