

Waukegan Community Unit School District No. 60  
Waukegan, Illinois  
An Equal Opportunity Employer

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OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

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10/20/06

**2 Assistant Boys Basketball Coaches**

The Assistant Boys Basketball Coaches will be directly responsible to the Interim Athletic Director.

**Location:** Waukegan High School

**Responsibilities:** (1) Build a positive relationship with booster club, community, teaching staff, coaching staff, student body, and administration; (2) Supervise student athletes; (3) Instill the value of physical fitness in student athletes; (4) Instill the value of social development in student athletes; (5) Instill the value of sportsmanship; (6) Provide adequate instructions for fundamentals.; (7) Demonstrate technique and mechanic of fundamentals; (8) Evaluate student athlete techniques and mechanic for fundamentals; (9) Correct flaws and defects in students; (10) Plan strategies for competition; (11) Make adjustments during competition; (12) Cooperate with fellow coaches, officials and school personnel; (13) Instill a value of knowledge and appreciation for the characteristic of the sport.

**Qualifications:** Must have valid Illinois Standard Teaching Certificate or have satisfactorily completed a coaching training program approved by the IHSA Board of Director (ASEP)

**Salary:** Per Teacher Contract

**Additional Information:** None

**Application Deadline:** Candidates must submit a written application to be received by November 3, 2006

**Applications To Be Directed To:** Mr. Fredrick C. Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, Illinois 60085

*Only applications that are received by the Division of Human Resources will be considered for interviews.*

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10/23/06

**ELL/ESL Dean of Instruction**

The ELL/ESL Dean of Instruction is directly responsible to the Building Principal, and indirectly responsible to the Director of the ELL/ESL Program.

**Location:** Waukegan High School

**Responsibilities:** (1) To provide leadership and coordination in the assigned curricular area so that each student may benefit from learning experiences in accord with individual needs, talents and interests; (2) To serve as a liaison between the teaching staff of the department and the high school principal; (3) To assist the Chief Academic Officer for Academic Affairs and Instructional Services and district supervisors and coordinators to conduct curricular studies, implement new programs, and evaluate the total program on an ongoing basis; (4) To implement the school district and department philosophy and objectives; (5) To implement the bargaining agent/Board agreement; (6) To assume any assigned duties necessary for the operation of the educational program within the building. ***Related to personnel:*** (1) To meet regularly with the members of the department; (2) To assist with the orientation of new teachers to the department; (3) To assist with the evaluation of teachers in accord with the district evaluation program; (4) To confer with the principal in personnel matters; (5) To promote teacher morale in the department and in the school; (6) To provide opportunity for teacher growth through classroom visitation, individual conferences, and in-service programs; (7) To encourage teachers to experiment with new procedures; (8) To assist with the interviewing and recommending of applicants for teacher positions; (9) To plan with members of Human Resource the acceptance and placement of student teachers; (10) To make recommendations for visiting days and professional travel, and to make arrangements when approved; (11) To implement established procedures and practices for substitute teachers within the department; (12) To promote and encourage better understanding between teachers and parents, and between teachers and students. ***Related to Curriculum:*** (1) To participate in the development of curriculum with the members of the ELL/ESL department and the Department of Academic Affairs and Instructional Services; (2) To provide leadership by working with ELL/ESL department members and supervisory personnel to develop new programs; (3) To provide leadership and to assist the teachers in the department with the implementation of the curriculum; (4) To continually coordinate and appraise the department's curricular offerings; (5) To adapt the departmental program of studies to the needs of individual students. ***Related to Management:*** (1) To participate in the preparation of the budget for the department; (2) To maintain an inventory of the materials and resources of the department; (3) To issue requisitions for furniture, supplies, equipment, audio-visual materials, textbooks, and supplementary books; (4) To coordinate the ordering of workbooks and other supplies for the department; (5) To recommend to the principal the master schedule assignments for the department; (6) To represent the department in the formulation of the school policy by participating in the regular dean of instruction meetings; (7) To assist in maintaining a sound public relations program; (8) To keep the principal informed of activities planned by the department; (9) To prepare reports and perform other needed tasks as requested by the principal.

**Qualifications:** Must have valid Illinois Type 75 Teaching Certificate with Bilingual or ESL approval

**Salary:** \$68,000

**Additional Information:** 42 week work year – 2 weeks before/2 weeks after school year

**Application Deadline:** Candidates must submit a written application to be received by November 6, 2006

**Applications To Be Directed To:** Mr. Fredrick C. Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, Illinois 60085

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10/24/06

**Assistant Girls Basketball Coach**

The Assistant Girls Basketball Coach will be directly responsible to the Interim Athletic Director.

**Location:** Waukegan High School

**Responsibilities:** (1) Foster leadership development and ethical decision making among student athletes; (2) Build a positive relationship with booster club, community, teaching staff, coaching staff, student body, and administration; (3) Supervise student athletes; (4) Instill the value of physical fitness in student athletes; (5) Instill the value of social development in student athletes; (6) Instill the value of sportsmanship; (7) Provide adequate instructions for fundamentals; (8) Demonstrate technique and mechanic of fundamentals; (9) Evaluate student athlete techniques and mechanic for fundamentals; (10) Correct flaws and defects in students; (11) Plan strategies for competition; (12) Make adjustments during competition; (13) Cooperate with fellow coaches, officials and school personnel; (14) Instill a value of knowledge and appreciation for the characteristic of the sport.

**Qualifications:** Must have valid Illinois Standard Teaching Certificate or have satisfactorily completed a coaching training program approved by the IHSA Board of Director (ASEP)

**Salary:** Per Teacher Contract

**Additional Information:** None

**Application Deadline:** Candidates must submit a written application to be received by November 7, 2006

**Applications To Be Directed To:** Mr. Fredrick C. Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, Illinois 60085

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10/24/06

**Paraprofessional/MH**

The special education assistant is directly responsible to the Associate Superintendent for Specialized Services or designee, the assigned classroom teacher, and the building principal. He/She will assist in the instruction under the direct supervision and control of a fully certified teacher.

**Location:** Clearview

**Responsibilities:** (1) Prepare materials for various levels of instruction under the continuous management of the teacher; (2) Assist in instruction under the direction of the teacher; (3) Distribute programmed instructional materials and help pupils complete units; (4) Provide follow-up activities in the instructional areas as directed by the teacher; (5) Perform other related instructional tasks under the direct management of the teacher; (6) The assistant shall be utilized to assist in the areas of non-academic instruction such as: maintaining order, clerical work, housekeeping duties, operation of visual equipment, bulletin board displays, lunchroom, hall and playground duties that pertain to the students of the classroom to which he/she is assigned; (7) The assistant shall follow all district and building rules, regulations and procedures and adhere to negotiated contract provisions; (8) The assistant shall meet generally accepted standards of behavior expected of teachers in the district; (9) Report all personal absences to the building principal and the Associate Superintendent for Specialized Services.

**Qualifications:** (1) High School diploma or equivalent; (2) 60 College Credits or Associate Degree; (3) Illinois Teacher Aide Approval.

**Salary:** \$9.76 per hour

**Additional Information:** 7.5 hours day/ 37.5 weeks

**Application Deadline:** Candidates must submit a written application to be received by November 7, 2006

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10/26/06

**2 Peer Coach Facilitators**

The Peer Coach Facilitators are directly responsible to the WTA Facilitator.

**Location:** Waukegan High School

**Responsibilities:** (1) Conduct four facilitator sessions at 1.5 hours each; (2) Conduct two new Peer Coaching sessions at 1.5 hours each; (3) Serve as a facilitator in scheduling observations and conferences for all Peer Coaches; (4) Act as a liaison to the Lead Peer Coach Facilitator and attend four 1.5 hour meetings: September, December, February, and April; (5) Prepare and submit agendas and attendance and attendance sheets to the Lead Peer Coach Facilitator; (6) Promote Peer Coaching in the building and recruit new participants who are tenured; (7) Consequences for not attending any of the required meetings will result in a \$33.00 per hour deduction from the stipend.

**Qualifications:** A participant of Peer Coaching for at least 4 years

**Stipend:** \$660.00 (paid on successful completion of work)

**Additional Information:** None

**Application Deadline:** Candidates must submit a written application to be received by November 9, 2006

**Applications To Be Directed To:** Mr. Fredrick C. Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, Illinois 60085

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10/26/06

**Secondary School Counselor Grade 9**

The Secondary School Counselor will be directly responsible to the Associate Principal and indirectly responsible to the High School Principal.

**Location:** Ninth Grade Center

**Responsibilities:** (1) Provide orientation to incoming students; (2) Assist the building administrator in organizing staffing and implementing August registration for students; (3) Review documents for registration and placement purposes; (4) Evaluate student transcripts in order to create schedules and individual learning plans; (5) Administer and score reading and writing assessments to determine student progress; (6) Record grades on student transcripts and maintain student cumulative files and other records; (7) Participate in student in-take process; (8) Assist the building administrator and other personnel in evaluating student placement for the next school year; (9) Establish a helping relationship with each counselee and provide individual counseling to students; (10) Work with parents/guardians of students individually or in small groups to help them: (a) understand the school; (b) cooperate with efforts to help the student; (c) understand the student's school program, behavior issues, abilities and goals; (d) provide information that may be of use to the school to help the student; (e) assist in the solution of problems that the student is experiencing; (11) Work with teachers and other school employees to help them understand and support students who are experiencing educational and emotional issues; (12) Work with special service personnel regarding referrals of students, participate in staffings regarding student needs and provide other general assistance to special service personnel as directed by the site supervisor; (13) Assist with contacts to agencies, organizations and others in the community to ensure that local resources are utilized; (14) Initiate student/parent/guardian referrals to community resources as needed; (15) Participate in formal and informal public relations activities in order to promote acceptance of guidance as a reliable and valuable student service; (16) Contribute to the solution of student issues such as truancy, failures, disinterest in school, discipline issues, assorted conflicts and dropouts. The counselor is expected to seek out such students and provide appropriate guidance and counseling services; (17) Participate in various group/guidance programs in order to provide students with information and insight pertaining to testing programs, job opportunities, school policies, regulations, procedures, programs, etc. (18) Assist in the organization and administration of state, district and school testing programs for students, but shall not serve as the building test coordinator; (19) Make every reasonable effort to become more knowledgeable and competent by participating in in-service programs, maintain membership in professional organizations, reading professional literature, taking additional graduate work and attending appropriate professional conferences; (20) Participate in the evaluation and revision of the school guidance program and plan the guidance program calendar; (21) Fulfill professional responsibilities: (a) maintain confidentiality; (b) maintain records consistent with ethical and legal guidelines; (c) Participate on the school-based crisis team; (d) Perform responsibilities in an organized, accurate, timely and dependable manner; (e) Operate within the established district and school procedures and policies; (f) Provide support for other school and district programs and personnel; (g) Utilizes computers effectively in the performance of assigned duties and responsibilities; (22) Perform such other guidance-related duties as may be assigned by the Associate Principal and/or the High School Principal.

**Qualifications:** Must have a valid Type 73 certificate with an endorsement in Guidance and Counseling

**Salary:** Per Teacher Contract

**Additional Information:** None

**Application Deadline:** Candidates must submit a written application to be received by November 9, 2006

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***Related to Pupil***

***Personnel*** (1) To promote and maintain a high standard of conduct among the students in the middle school; (2) To organize and attend all Student Council Meetings and serve as the advisor; (3) To supervise the operation of the school store and to assume responsibility for the inventory and payment to all suppliers and vendors; (4) To coordinate the picture-taking, lamination and distribution of student ID cards, and maintain adequate records of such distribution; (5) To coordinate the group testing process within the school (California Achievement Tests and the SFTAA); (6) To participate in pupil staffings; (7) To make classroom visits and presentations relative to discipline, rules and learning habits; (8) To assist in the supervision of the halls and stairways during passing times; (9) to make occasional home visits; (10) To assume the responsibility for the collection of Public Law 874 information cards; (11) To make court appearances as required. ***Related to Program*** (1) To develop all schedules, (i.e., master teachers schedule); (2) To supervise the personnel and facilities involved in the carrying out of the duties connected with these schedules; (3) To assist with the commencement exercises, open house programs, and orientation meetings; (4) To coordinate requests for school activities. To supervise these activities and to see that they are chaperoned and carried out in accordance with school district policy. ***Related to Administration*** (1) To represent the principal in his absence; (2) To be present and/or on call for after-school activities where staff and pupil supervision is required; (3) To perform other duties as assigned by the principal.

**Qualifications:** Must have a valid Type 75 certificate or an out-of-state administrative certificate and be eligible for a Type 75 in the State of Illinois.

**Salary:** \$323.00 per day

**Additional Information:** 2006-2007 school year only (no benefits)

**Application Deadline:** Candidates must submit a written application to be received by November 3, 2006

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