

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

12/07/06

2nd Grade Bilingual Education Classroom Teacher

The Bilingual Education Classroom Teacher will be directly responsible to the building principal for all matters pertaining to the operation of the school plan, in-building administrative and personnel procedures, and general or district-wide policies. He/She will be indirectly responsible to the Director of English Language Learner Programs for all matters pertaining to curriculum, instructional methods, and materials.

Location: Clearview Elementary

Responsibilities: (1) Provide a personalized bilingual instructional program that is compatible with the abilities, needs and learning characteristics of each student; (2) Implement prescribed curriculum; (3) Create a child-centered learning environment that is characterized by the consistent application of sound mental health and educational psychology practices; (4) Follow prescribed curriculum, instructional methods and materials; (5) Employ creative methods of instruction and utilize a variety of bilingual materials within the structure of the designated curriculum; (6) Become acquainted with the characteristics, needs, abilities and problems of each child through personal interaction and by seeking information from psycho-educational reports, hearing and vision reports, staffing notes, end-of-the-year student status reports, etc.; (7) Inform the building principal whenever a student's attendance is unsatisfactory; (8) Supply the building principal and Director of English Language Learner Programs with any abnormal attendance reports on any student; (9) Report student address and telephone number changes to the Department of English Language Learner Programs; (10) Provide the building principal and the Director of English Language Learner Programs with an up-to-date copy of the schedule of classroom activities that the teacher is following; (11) Maintain up-to-date lesson plans that include all bilingual areas to be taught; (12) Use the designated methods of reporting student progress to parents; (13) Attend specified in-service meetings and conferences with the Director of English Language Learner Programs; (14) Develop a close relationship with each student's parents or guardians; (15) Use teacher aides or helpers in accord with the designated job descriptions; (16) Perform such other professional duties as may be assigned by the building principal, Director of English Language Learner Programs and the Department of Academic Affairs.

Qualifications: Must have valid Illinois Type 03 Teaching Certificate with Bilingual or ESL Certification

Salary: Per Teacher Contract

Additional Information: The Bilingual Education Classroom Teacher must be proficient in the English and native language of the students. Teaching experience with limited English proficient students is preferable.

Application Deadline: Candidates must submit a written application to be received by December 21, 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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REPOSTING

Assistant Girls Softball Coach

The Assistant Girls Softball 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 December 21, 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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