

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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01/02/07

**Head Custodian**

**Location:** Jefferson Middle School

**Responsibilities:** *Washrooms* (1) Empty trash; (2) Sanitize fixtures; (3) Spot clean; (4) Fill dispensers; (5) Dry mop; (6) Full wet mop; (7) High and low dust. *Office* (1) Empty trash; (2) Dust mop, spot mop; (3) Vacuum carpet; (4) Full wet mop; (5) High and low dust. *Corridors* (1) Dry mop, spot mop; (2) Clean water fountain; (3) Vacuum runners; (4) Spray buff as needed; (5) Full wet mop. *Classrooms* (1) Empty trash & sharpener; (2) Low dust; (3) Dust mop, spot mop; (4) Vacuum carpet; (5) High dust; (6) Full wet mop; (7) Clean chalkboard.

<b><u>Time:</u></b>	<b><u>Room or Area:</u></b>	<b><u>Duties:</u></b>
<b>6:00 a.m.</b>	Custodial Area	Punch in, prepare equipment
	New Gym, cafeteria, kitchen, stage, old gym	Empty trash, dust mop, spot daily, full wet mop weekly
	Corridors and stairwells	Corridor steps 1-4 daily, 5 weekly Dust mop, spot mop daily, full wet mop weekly
	Boiler room and custodial area	Sweep and clean as needed
	Preventive maintenance cards and projects as assigned	
<b>9:00 a.m.</b>	Break	
<b>9:15 a.m.</b>	Continue schedule	
<b>11:30 a.m.</b>	Lunch	
<b>12:00 p.m.</b>	Continue schedule	
<b>1:30 p.m.</b>	Break	
<b>1:45 p.m.</b>	Continue schedule	
<b>2:15 p.m.</b>	Custodial Closet	Clean and store equipment
<b>2:30 p.m.</b>	Custodial Area	Punch out

**Salary:** Per Contract

**Additional Information:** Monday – Friday      6:00 a.m. – 2:30 p.m.

**Application Deadline:** Applications will be accepted from January 3, 2007 through January 9, 2007. Candidates must submit a written application to be received no later than 3:30 p.m. on January 9, 2007.

**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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01/03/07

**Night Custodian – Area 1**

**Location:** Ninth Grade Center

**Responsibilities:** *Washrooms* (1) Empty trash; (2) Sanitize fixtures; (3) Spot clean; (4) Fill dispensers; (5) Dry mop; (6) Full wet mop; (7) High and low dust. *Office* (1) Empty trash; (2) Dust mop, spot mop; (3) Vacuum carpet; (4) Full wet mop; (5) High and low dust. *Corridors* (1) Dry mop, spot mop; (2) Clean water fountain; (3) Vacuum runners; (4) Spray buff as needed; (5) Full wet mop. *Classrooms* (1) Empty trash & sharpener; (2) Low dust; (3) Dust mop, spot mop; (4) Vacuum carpet; (5) High dust; (6) Full wet mop; (7) Clean chalkboard.

<b><u>Time:</u></b>	<b><u>Room or Area:</u></b>	<b><u>Duties:</u></b>
<b>2:30 p.m.</b>	Custodial Area	Punch in, prepare equipment
	Rooms 160, 162, 168, and Gyms A, B, C, training rooms and rifle range	Dust mop, spot mop, daily Full wet mop weekly
	Director of Athletics' office including washrooms	Office steps 1-3 daily, 4-5 weekly Washrooms steps 1-6 daily, 7 weekly
	Staff washroom across from garage	Washrooms steps 1-6 daily, 7 weekly
	Stairwells and corridors in athletic area	Dust mop, spot mop daily, full wet mop weekly Corridor steps 1-4 daily, 5 weekly
	Other projects as assigned	
<b>5:00 p.m.</b>	Break	
<b>5:15 p.m.</b>	Continue schedule	
<b>7:00 p.m.</b>	Dinner	
<b>7:30 p.m.</b>	Continue schedule	
<b>9:00 p.m.</b>	Break	
<b>9:15 p.m.</b>	Continue schedule	
<b>10:15 p.m.</b>	Custodial Closet	Clean and store equipment
<b>10:30 p.m.</b>	Custodial Area	Punch out

**Salary:** Per Contract

**Additional Information:** Monday – Friday      2:30 p.m. – 10:30 p.m.

**Application Deadline:** Applications will be accepted from January 4, 2007 through January 10, 2007. Candidates must submit a written application to be received no later than 3:30 p.m. on January 10, 2007.

**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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1/10/07

**One on One Paraprofessional**

The One on One Special Education Assistant is directly responsible to the Associate Superintendent of Specialize Services or designee, the assigned classroom teacher. A One on One Assistant shall be employed to assist in the instruction under the direct supervision and control of a fully certified teacher.

**Location:** Abbott

**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 materials and help student to complete units; (4) Provide follow-up activities in the instructional areas as directed by the teacher; (5) If main streaming into regular classroom, assist in communication between regular education teacher, special education teacher, parent and student; (6) Encourage and facilitate regular classroom participation; (7) Restructure direction when needed; (8) Maintain behavior with the student, clerical work, lunchroom, hall and playground duties that pertain to the student to which he/she is assigned; (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:** Assistant II \$9.00 per hour/Assistant I \$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 January 24, 2007

**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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1/10/07

**EPIC Pre-School Paraprofessional**

The role of the teacher assistant in the pre-kindergarten classroom will be to assist the teacher in all appropriate learning areas and to provide added language opportunities for each child.

**Location:** EPIC Academy

**Responsibilities:** (1) Assist and actively participate and interact in all pre-kindergarten room activities with the lead teacher while displaying a positive attitude and image to all parents, visitors, administrators, and other staff members; (2) Participate in food preparation, food service, and food clean up for both snack and meal times; (3) Each day the assistant, with the teacher, will greet and meet a.m. and p.m. bus children and escort them to their assigned rooms; (4) Work on an individual basis with those children in need of special assistance; (5) Participate in all staff meetings, workshops, and in-services; (6) Assist the lead teacher in needed clerical work and record keeping; (7) Facilitate in the stimulation of oral language development emphasized in the curriculum; (8) Work closely and intricately with the lead teacher in daily classroom teaching experiences; (9) Familiarize self with the pre-kindergarten at-risk curriculum and philosophy while upholding these learning goals in daily situations; (10) Work with the child at the child's level providing high interaction between both child and assistant; (11) Participate in routine toileting activities.

**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 hours day/ 35 weeks/Bilingual preferred

**Application Deadline:** Candidates must submit a written application to be received by January 24, 2007

**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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1/10/07

**EPIC Pre-School Paraprofessional**

The role of the teacher assistant in the pre-kindergarten classroom will be to assist the teacher in all appropriate learning areas and to provide added language opportunities for each child.

**Location:** Shiloh

**Responsibilities:** (1) Assist and actively participate and interact in all pre-kindergarten room activities with the lead teacher while displaying a positive attitude and image to all parents, visitors, administrators, and other staff members; (2) Participate in food preparation, food service, and food clean up for both snack and meal times; (3) Each day the assistant, with the teacher, will greet and meet a.m. and p.m. bus children and escort them to their assigned rooms; (4) Work on an individual basis with those children in need of special assistance; (5) Participate in all staff meetings, workshops, and in-services; (6) Assist the lead teacher in needed clerical work and record keeping; (7) Facilitate in the stimulation of oral language development emphasized in the curriculum; (8) Work closely and intricately with the lead teacher in daily classroom teaching experiences; (9) Familiarize self with the pre-kindergarten at-risk curriculum and philosophy while upholding these learning goals in daily situations; (10) Work with the child at the child's level providing high interaction between both child and assistant; (11) Participate in routine toileting activities.

**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 hours day/ 35 weeks/Bilingual preferred

**Application Deadline:** Candidates must submit a written application to be received by January 24, 2007

**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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1/12/07

**Special Education Bilingual Liaison**

The Special Education Bilingual Liaison is directly responsible to the Director of Specialized Instruction and Services and provides a liaison service between Waukegan Public School District Special Education Department and the Waukegan Community in order to promote mutual understanding and provide direct information and interpretation of services to pupils and their parents.

**Location:** Lincoln Center

**Responsibilities:** (1) Disseminate information provided by the Director of Specialized Instruction and Services; (2) Meet with and respond to calls from parents and other who have an interest in the school program; (3) Process registration and parental permission forms for participation in special education programs; (4) Make appropriate home visits to special education student's home; (5) Test English language and native language (Spanish) oral proficiencies of WEE Arena clients; (6) Help school nurses obtain health histories and provide health information from parents; (7) Assist special education personnel when explaining programs and services for exceptional children limited English proficiency; (8) Keep a record of appointments, mileage and home visits; (9) Perform such other duties as may be assigned by the Director of Specialized Instruction and Services.

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

**Salary:** \$11.27 per hour

**Additional Information:** 8 hours day/ 40 weeks

**Application Deadline:** Candidates must submit a written application to be received by January 26, 2007

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