

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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01/11/07

**2-4 Twilight School Teachers/Facilitators**

The Teachers/Facilitators will be directly responsible to the Director of Alternative Programs and the High School Dean of Instruction for Special Education.

**Location:** A.O.E.C./Twilight School (N.G.C. third floor)

**Responsibilities:** (1) Facilitate/monitor student learning utilizing the Novel Stars computer-based curriculum along with various textbooks and resources; (2) Track student attendance and progress including progress reports and home contacts; (3) Attend IOEP and IEP meetings; (4) Maintain student portfolios; (5) Provide compensatory services, develop and implement student IEP's through T.E.R.A.; (6) Perform other duties as assigned by the Director of Alternative Programs and the High School Dean of Instruction for Special Education.

**Qualifications:** Must have valid Illinois LBS1 Type Certificate, be computer literate and have a working knowledge of computer based curriculum programs

**Salary:** \$33.00 per hour

**Additional Information:** Will work two nights a week from 4:15 p.m.-8:30 p.m. Number of positions needed dependant upon student enrollment

**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

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

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1/16/07

**Cross-Categorical Paraprofessional**

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:** Jefferson M.S.

**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:** Assistant II \$9.00 per hour/Assistant I \$9.76 per hour

**Additional Information:** 7 hours day/ 35 weeks

**Application Deadline:** Candidates must submit a written application to be received by January 30, 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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1/16/07

**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:** Jefferson

**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 hours day/ 35 weeks

**Application Deadline:** Candidates must submit a written application to be received by January 30, 2007

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1/16/07

**Safety Officer**

The Safety/Security Officers will be directly responsible to the Director of Alternative Programs and the Twilight School Site Administrators.

**Location:** AOEC/Twilight School (NGC third floor)

**Responsibilities:** (1) Monitor students behavior at the Freshman Center from 4:00 pm until the last student leave/is picked up approximately 8:45 pm; (2) Make rounds throughout the Twilight School classrooms, halls, offices and bathrooms in the NGC building; (3) Monitor students during break time in and around the NGC building including the parking lot between the NGC and AOEC; (4) Perform other duties as assigned by the Director of Alternative Programs and the Site Administrators.

**Qualifications:** A qualified Waukegan School District Safety/Security Officer currently employed by the district.

**Salary:** \$10.52 per hour

**Additional Information:** Safety Officers to work two or more days a week Monday through Thursday nights. Number of positions needed dependant upon student enrollment.

**Application Deadline:** Candidates must submit a written application to be received by January 30, 2007

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01/18/07

**Night Custodian – Area 2**

**Location:** Webster 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>2:00 p.m.</b>	Custodial Area	Punch in, prepare equipment
	Classrooms 102 thru 105, 110 thru 112, 117 thru 120, 128 thru 130, Band room 124 and Library	Classrooms steps 1-4 daily, 5-7 weekly
	Gym and stage, coaches offices (2)	Dust mop/spot mop daily, Full wet mop weekly, Office steps 1-3 daily, 4-5 weekly
	Boys and Girls washrooms in lobby	Washrooms steps 1-6 daily, 7 weekly
	Administrative wing including all rooms, offices and washrooms (4)	Office Steps 1-3 daily, 4-5 weekly, Washrooms steps 1-6 daily, 7 weekly
	North/Northeast Stairwells and North/South corridors, Main Lobby	Corridor steps 1-4 daily, 5 weekly, Dust mop/spot mop daily, Full wet mop weekly
	Others Projects as assigned	
<b>4:00 p.m.</b>	Break	
<b>4:15 p.m.</b>	Continue schedule	
<b>6:00 p.m.</b>	Dinner	
<b>6:30 p.m.</b>	Continue schedule	
<b>8:00 p.m.</b>	Break	
<b>8:15 p.m.</b>	Continue schedule	
<b>9:45 p.m.</b>	Custodial Closet	Clean and store equipment
<b>10:00 p.m.</b>	Custodial Area	Punch out

**Salary:** Per Contract

**Additional Information:** Monday – Friday      2:00 p.m. – 10:00 p.m.

**Application Deadline:** Applications will be accepted from January 19, 2007 through January 25, 2007. Candidates must submit a written application to be received no later than 3:30 p.m. on January 25, 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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01/18/07

**Night Custodian – Area 1**

**Location:** Washington Elementary 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>3:00 p.m.</b>	Custodial Area	Punch in, prepare equipment
	Classrooms 101 thru 106, 201 thru 206, (including washrooms in classrooms) 11 mobile classrooms and washrooms	Classrooms steps 1-4 daily, 5-7 weekly Washrooms steps 1-6 daily, 7 weekly
	1 <sup>st</sup> and 2 <sup>nd</sup> floor corridors and stairwells	Corridors steps 1-4 daily, 5 weekly
	Others 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>10:45 p.m.</b>	Custodial Closet	Clean and store equipment
<b>11:00 p.m.</b>	Custodial Area	Punch out

**Salary:** Per Contract

**Additional Information:** Monday – Friday      3:00 p.m. – 11:00 p.m.

**Application Deadline:** Applications will be accepted from January 19, 2007 through January 25, 2007. Candidates must submit a written application to be received no later than 3:30 p.m. on January 25, 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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