

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

09/18/06

Lead School Psychologist

The Lead School Psychologist will be directly responsible to the Director of Pupil Personnel Services.

Location: Lincoln Center

Responsibilities: (1) Coordinate the delivery of school psychological services to students, staff, and parents; (2) Assign psychologists to schools and programs; (3) Assist the Director of Pupil Personnel Services in the recruitment of and selection of new psychologists and psychologist interns; (4) Prepare and submit an end-of-the-year report discussing the activities of the psychology department; (5) Assist the Director of Pupil Personnel Services in developing in-service programs for the psychology department; (6) Keep the Director of Pupil Personnel Services informed about the needs of children and how these needs impact on the delivery of psychological services; (7) Maintain an updated inventory of materials, equipment, supplies, and forms used by the psychology department; (8) Maintain a line of communication with lead persons and coordinators of other special education departments; (9) Recommend the need for bilingual or other contractual services and coordinate the delivery of such services; (10) Meet with the Director of Pupil Personnel Services on a regularly scheduled basis to coordinate the delivery of school psychological services. Attend Related Services Coordinator meetings. Attend PPSAC meetings; (11) Make budget recommendations to the Director of Pupil Personnel Services; (12) At the request of the Director of Pupil Personnel Services, provide input into policy related to the psychology department; (13) Provide technical assistance in the evaluation of school psychologists; (14) As time permits, the Lead School Psychologist will assume other management responsibilities assigned by the Director of Pupil Personnel Services and/or the Associate Superintendent of Specialized Services and Programs.

Qualifications: Must have a valid Type 73 School Psychologist certificate

Salary: Per Teacher Contract

Additional Information: 42 weeks, 8 hours per day, 8:00 am- 4:30 pm

Application Deadline: Candidates must submit a written application to be received by September 29, 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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09/19/06

English Language Learner Programs Facilitator

The English Language Learner Programs Facilitator is directly responsible to the English Language Learner Programs Director for testing students, maintaining students' records, and monitoring the Office of Civil Rights procedures at the school.

Location: Carman, Clearview, North, Benny, Juarez, Jefferson, Waukegan High School

Responsibilities: (1) Communicate effectively in English and Spanish (verbal and written); (2) Supervise the maintenance of all the English Language Learner Programs Student Records; (3) Administer and score LPTS Tests for incoming English Language Learner Programs students; (4) Administer the IPT Test for students referred to Special Education to rule out language being a factor in the student's disability; (5) Attend semimonthly mandatory meetings with English Language Learner Programs Director; (6) Monitor the student placement of English Language Learner Programs to ensure students are in appropriate bilingual/ESL classrooms; (7) Administer oral post tests for all students at the school (substitute provided for one week, if applicable); (8) Coordinate and schedule Exiting Conferences for the school; (9) Refer placements to Coordinators or Manager of Bilingual Student Data and Assessment; (10) Review quarterly reports for Exited, PHLOTE, refused students and follow the procedures outlined in OCR Voluntary Action Plan by monitoring students who are not in the program; (11) Coordinate Access Testing and follow-up on absentees for access; (12) Perform such other job-related duties as may be assigned by the Director of English Language Learner Programs.

Qualifications: Must have valid Illinois Type 03 Teaching Certificate with Bilingual or ESL Certification, or Type 09 Teaching Certificate with Bilingual or ESL Certification

Stipend:

\$5,000 for more than 301 Bilingual/ESL students
\$4,500 for 200-300 students
\$3,000 for 101-200 students
\$1,500 for 1-100 students

Additional Information: One facilitator per building

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

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09/20/06

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: Carman-Buckner

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, or Type 09 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 October 4, 2006

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09/20/06

Executive Director of Technology

The Executive Director of Technology will be directly responsible to the Chief Operations Officer.

Location: Lincoln Center

Responsibilities: (1) Provides strategic planning, development, evaluation, and coordination of the information and technology systems for the Waukegan Public School System; (2) Leads, updates, and maintains the Technology Plan as required; (3) Coordinates, supervises, plans, and provides computer Professional development for all staff; (4) Prepares and administers all annual budgets for technology; (5) Prepares and maintains all aspects relating to annual E-rate reimbursements; (6) Ensures that the school system is current with the information systems standards set by the regulatory entities; (7) Chairs all appropriate district technology committees; (8) Supervises professional and technology support staff; facilitates, interviews, selects, trains, directs activities, and completes evaluations for all support staff; (9) Attends school board meetings.

Related to District Philosophy and Objectives (1) Provide Leadership in the implementation of the philosophy, goals and objectives of the long-range plan for the district; (2) Provide leadership in the development and implementation of the district technology plan; (3) Assist with the interpretation of the philosophy, goals, and objectives to the Board and the community; (4) Chair all pertinent technology planning committees; ***Related to DAA and Educational Program Development*** (1) Provide input to curriculum development including assessments related to quality review to incorporate technology with learning; (2) Develop models of instruction for engaged learning using high performance technology. ***Related to Professional Development*** (1) Design workshops to assist teachers in using technology to enhance engaged learning; (2) Assist with planning the annual calendar in regards to SIP, professional development, and institute days. ***Related to Budget*** (1) Assist the Chief Operations Officer in preparing annual budget appropriations for technology related, curriculum, and staff development accounts; (2) Manage all budgets as assigned from the Chief Operations Officer; (3) Administer, prepare and manage all accounts related to technology grants; (4) Prepare all necessary and required documentation when applying for any technology related grant; (5) Prepare and manage all necessary documentation related to E-rate reimbursements. ***Related to personnel*** (1) Work with administrators and staff to increase their knowledge and instructional leadership related to technology. ***Related to Administration*** (1) Maintain inventory of all technology related equipment; (2) Prepare reports as requested by the Chief Operational Officer and Superintendent; (3) Prepare all meeting agendas and coordinate events with various departmental calendars; (4) Perform other duties assigned by the Chief Operations Officer.

Qualifications: Master's Degree in Computer Science and/or Information Systems, with Administration and/or Supervision, and five years experience.

Salary: \$110,000 – \$120,000

Additional Information: None

Application Deadline: Candidates must submit a written application to be received by October 4, 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