

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

09/21/06

2 Middle School Lead Mentors

The Middle School Lead Mentors will be directly responsible to the WTA Facilitator.

Location: Lincoln Center

Responsibilities: (1) Attend required meetings with the WTA Facilitator: September, December, February, and April; (2) Prepare and facilitate four probationary teacher meetings: October, January, and April; (3) Prepare and facilitate three mentor meetings: October, January, and April; (4) Prepare agendas and attendance for all meetings and send to the WTA Office; (5) Oversee protégé observations; (6) Work with building principals, mentors and protégés on issues pertaining to the Mentoring Program; (7) Collect logs from mentor and protégé each semester; (8) Promote the mentoring program and recruit new participants who are tenured; (9) Consequences for not attending any of the required meetings will result in a \$33.00 per hour deduction from the stipend.

Qualifications: Must be a participant of the Mentor Program for at least 4 years. Must have completed the Trainer of Trainers Class, or take the Trainer of Trainers Class.

Stipend: \$1,650.00 (paid upon successful completion of work)

Additional Information: None

Application Deadline: Candidates must submit a written application to be received by October 5, 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

Waukegan Community Unit School District No. 60
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OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

09/26/06

Night Custodian – Area 1

Location: Lyon Magnet

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.

<u>Time:</u>	<u>Room or Area:</u>	<u>Duties:</u>
2:30 p.m.	Custodial Area	Punch in, prepare equipment
	Assistant Principal, Teachers Lounge and School Store	Office steps 1-3 daily, 4-5 weekly, Washrooms steps 1-6 daily, 7 weekly
	Classrooms 1 thru 18, including washrooms	Classrooms steps 1-4 daily, 5-7 weekly
	Boys and Girls washrooms on 1 st floor, old wing (4)	Washrooms steps 1-6 daily, 7 weekly
	1 st floor corridors, new and old wing	Corridor steps 1-4 daily, 5 weekly
	Other projects as assigned	
4:30 p.m.	Break	
4:45 p.m.	Continue schedule	
6:30 p.m.	Dinner	
7:00 p.m.	Continue schedule	
8:30 p.m.	Break	
8:45 p.m.	Continue schedule	
10:15 p.m.	Custodial Closet	Clean and store equipment
10:30 p.m.	Custodial Area	Punch out

Salary: Per Contract

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

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