

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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9/29/06

**Bilingual Liaison Social Work**

The Social Work Bilingual Liaison is directly responsible to the Coordinator of the School Social Work Department and indirectly to the Director of Specialize Services. The School Social Work Bilingual Liaison facilitate communication with parents and community agencies.

**Location:** Lincoln Center

**Responsibilities:** (1) Call parents to inform them of meetings and conferences concerning their child; (2) Interpret for School Social Workers; (3) Translate information as requested by School Social Workers; (4) Make home visits with School Social Workers on a as needed basis; (5) Communicate with community agencies and Spanish-speaking groups working with District 60 students; (6) Assist School Social Workers in their efforts to counsel parents and make referrals to community agencies; (7) Assist in arranging psychiatric consultation appointments for Spanish-speaking families; (8) Translate for parents at psychiatric consultations; (9) Assist parents in understanding the case study process as well as special education programs and services; (10) Perform other duties as determined by the Director of Specialize Services and/or Coordinator of the School Social Work Department.

**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 October 13, 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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**Courtesy Officer (2)**

The Courtesy Officer is under the supervision of the Director of Security, the Courtesy Officers will report to the Deputy Superintendent at Lincoln Center. The Courtesy Officers at Lincoln Center will function to ensure that Lincoln Center is a functional welcoming center to all guests, a safe and inviting environment, while ensuring safety and security on the premises.

**Location:** Lincoln Center

**Responsibilities:** (1) Supervise hallways during the work day; (2) Report any violation of building rules; (3) Complete necessary reports, as needed; (4) Provide assigned building and grounds security and supervision necessary for the effective operation of the operational and educational program; (5) See to it that employees park correctly; (6) Be on the lookout for burglars and car tampering; (7) Prevent vandalism of cars; (8) Circulate throughout the halls and check washrooms hourly; (9) Be on the lookout for drugs, alcohol or any illegal substance; (10) Observe incidents so that reports can be made; (11) Report any of the following immediately to the Deputy Superintendent: fights, drugs, threats, extortion, trespassers who refuse to leave, arguments, accidents and vandalism.

**Qualifications:** Experience as a Safety or Security Officer

**Salary:** \$10.52 per hour

**Additional Information:** N/A

**Application Deadline:** Candidates must submit a written application to be received by October 13, 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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10/04/06

**2 Twilight School Site Administrators**

The Site Administrators will be directly responsible to the Director of Alternative Programs.

**Location:** A.O.E.C. Twilight School

**Responsibilities:** (1) Intake and IOEP conferences; (2) Maintenance of the Novel Stars computer system; (3) Student discipline and attendance; (4) Twilight staff supervision; (5) Data entry in CIMS system; (6) Assist in the production of end of the year reports; (7) Perform other duties as assigned by the Director of Alternative Programs.

**Qualifications:** Must have a valid Type 75 certificate or an out-of-state administrative certificate and be eligible for a Type 75 in the State of Illinois

**Salary:** \$38.00 per hour

**Additional Information:** Will work two nights a week from 4:00 p.m.–8:45 p.m. Tentatively starting September 20<sup>th</sup> and continuing through the first week of June 2007

**8-12 Twilight School Teachers/Facilitators**

The Teachers/Facilitators will be directly responsible to the Director of Alternative Programs.

**Location:** A.O.E.C. Twilight School

**Responsibilities:** (1) Facilitate/monitor student learning utilizing the Navel Star computer-based curriculum; (2) Track student attendance and progress including progress reports and home contacts; (3) Attend IOEP meetings; (4) Maintain student portfolios; (5) Perform other duties as assigned by the Director of Alternative Programs.

**Qualifications:** Must have a valid Type 09 certificate (Bilingual, Special Ed, or Reading endorsements would be a plus)

**Salary:** \$33.00 per hour

**Additional Information:** Will work two nights a week from 4:15 p.m.–8:30 p.m. Tentatively starting September 25<sup>th</sup> and continuing through the end of May 2007

**Application Deadline:** Candidates must submit a written application to be received by October 19, 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