

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

10/6/06

Special Education Paraprofessional/TMH

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: McCall

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: \$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 October 20, 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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10/12/06

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 October 27, 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