

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

2/28/07

Guidance Secretary – Bilingual Preferred

The Guidance Secretary is directly responsible to the Guidance Department Chairman and indirectly responsible to the Associate Principal, Principal and Principal's Administrative Secretary.

Location: Waukegan High School

Responsibilities: *General Duties:* (1) To perform the assigned secretarial and clerical functions necessary for the effective, efficient, operation of the Guidance Office; (2) To act as a liaison between the public and the school system and in so doing, promote the general image of the school system; (3) To promote education enterprise through service to teachers, students, public, and administrators. *Receptionist:* (1) Welcome and assist students, parents and visitors; (2) Answer telephones and distribute messages; (3) Distribute messages, bulletins, mail, etc. (guidance area); (4) Schedule appointments for new and returning students registering for school and prepare paperwork. *Clerical Office Duties:* (1) Print labels of students and their addresses as requested; (2) Computer proficiency required; (3) Distribute booklets/labels on ACT, SAT, and PSAT; (4) Process requests for student homework; (5) Type letters as requested by the counselors and Guidance Department Chairman; (6) Assist in the typing of work permits; (7) File correspondence in student cumulative folders; (8) Pull and pack withdrawn/graduated student records; (9) Separate report cards and distribute to counselors; (10) Type transcript supplement; (11) Assist in mass mail for Parent's Night, Freshmen Orientation Night (9th Grade Center), and registration letters for presently enrolled students; (12) Monthly college bulletin; (13) Typing of scholarship guidebook and maintaining scholarship files; (14) Mailing of summer school letters; (15) Print student schedules as needed; (16) Send letters to parents regarding seniors not graduating/in danger of not graduating; (17) Prepare senior survey tally and report; (18) Mail progress reports as requested; (19) Process mail that was sent to student's home address and was returned to school; (20) Responsible for typing reseal letters and updating computer. *Record Keeping:* (1) Make address changes and personal information changes in CIMS system (computer); (2) Affix testing labels to cum folders as needed; (3) Keep list of early graduates, make appointments, and typing and distribution of final early graduation list; (4) Maintain in database identification of retentions; (5) Quarterly and semester grade change maintenance in database (all of current year); (6) Transferal of school records if student is withdrawn, pending court procedures, or seeking state assistance; (7) Print D, F, I, lists after grading period. Print missing mark lists after each grading period. Follow-up "I" and missing marks (collecting grades); (8) Print honor roll lists, GPA lists, etc.; (9) Print class roster verification lists before each semester; (10) Collect scantron grade sheets and send to Information Services; (11) Make manual grade changes in computer. *Miscellaneous:* (1) Other job related duties as assigned by the Guidance Department Chairperson, Principal, Associate Principal and Principal's Administrative Secretary; (2) Maintain all supplies for guidance area: (3) Assist parents during Parent/Teacher Conference; (4) Registration – schedule appointments with Department Chairperson, type registration worksheets, mailing for parents; (5) Supervise student office assistants.

Qualifications: (1) Must have a high school diploma or equivalent; (2) Strong Computer skills; (3) Minimum typing speed of 45 wpm and the ability to pass the secretarial skills test; (4) Ability to do record keeping; (5) Strong interpersonal skills and the ability to work with the public.

Salary: Class 01/12 Months

Application Deadline: Candidates must submit a written application to be received by Tuesday, March 6, 2007.

Applications to be directed to: Mr. Fred Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60085

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

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

2/28/07

Head Varsity Boys Soccer Coach

The Head Varsity Boys Soccer Coach will be directly responsible to the Interim Athletic Director.

Location: WHS

Responsibilities: *General Duties:* (1) Supervise and give directions to assistant coaches; (2) Plan and organize total practices; (3) Plan for girls and boys soccer meets and tournaments; (4) Plan and organize complete preseason meetings; (5) Complete pre-season and post season meetings; (6) Attend CSL pre and post season meetings; (7) Attend IHSA rule interpretation meetings; (8) Inventory equipment and inventory uniforms. *Specific Duties:* (1) Build a positive relationship with booster club, community, teaching staff, coaching staff, student body, and administration; (2) Supervise student athletes; (3) Instill the value of physical fitness in student athletes; (4) Instill the value of social development in student athletes; (5) Instill the value of sportsmanship; (6) Provide adequate instructions for fundamentals; (7) Demonstrate technique and mechanics of fundamentals; (8) Evaluate student athlete techniques and mechanics for fundamentals; (9) Correct flaws and defects in students, techniques and mechanics; (10) Plan strategies for competition; (11) Make adjustments during competition; (12) Cooperate with fellow coaches, officials and school personnel; (13) Instill a value of knowledge and appreciation for the characteristics of the sport.

Qualifications: Must have valid Illinois Standard Teaching Certificate or have satisfactorily completed a coaches training program approved by the IHSA Board of Director (ASEP).

Salary: Per Teacher Contract

Application Deadline: Candidates must submit a written application to be received by Tuesday, March 13, 2007.

Applications to be directed to: Mr. Fred Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60085

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

02/28/07

School Social Worker

The School Social Worker will be directly responsible to the Director of Pupil Personnel Services (PPS) and School Social Work Coordinator.

Location: North Elementary/Jefferson Middle School

Responsibilities:

Assessment of Social/Emotional/Behavioral Functioning: (1) Participate in the identification and solution of school problems; (2) Consult with the classroom teacher to help the teacher better understand and work with particular students or manage particular classes of students; (3) Evaluates students for potential school social work service provision; (4) Practice individual and group casework with students; (5) Develop/Evaluate school social work IEP's; (6) Determines and evaluates effectiveness of interventions attempted and redesigns the intervention plan as needed; (7) Helps students understand how to transfer newly learned skills into real life settings; (8) Participate in interdisciplinary conferences with other school service personnel, i.e. MDC, Annual Reviews, Manifestation Determination and PPS team meetings; (9) Complete Social Developmental Studies for all initial case study evaluations and triennial reevaluations; (10) Complete Social Developmental Studies for the Early Childhood Continuum, i.e. state Pre-K programs, Waukegan Early Entry (WEE) and Continuation Primary II (CPII); (11) Shares primary consultant responsibilities for completing functional assessments of behavior (FAB); (12) Shares responsibilities for coordination of in-district psychiatric consultations. ***Crisis Intervention:*** (1) Contact home/parent in cases of student suicide threats or attempts; (2) Reports suspected abuse and neglect and cooperates in the subsequent DCFS investigation as mandated by law (only in cases when the school social worker is the *initial* person to suspect abuse or neglect); (3) Serve on Critical Incident Stress Debriefing teams as directed by PPS Director and School Social Work Coordinator. ***Communication/ Interpersonal Relations:*** (1) Maintains open and effective communication with administration, other staff members and parents; (2) Presents himself/herself as a team member when relating to teachers, students, administrators, parents and community; (3) Demonstrates and encourages respect for and sensitivity to students, staff and parents; (4) Helps parents and families better understand the school, its programs and services; (5) Maintains appropriate confidentiality when discussing student and family concerns; (6) Is fair, supportive and unprejudiced when dealing with students. ***Professional Competence and Growth:*** (1) Is able to assess the need for other related services and makes appropriate referrals; (2) Maintains professional competence through professional college course work and/or participation in professional organizations related to counseling/social work; (3) Organizes, develops, contributes and participates in in-service training programs as directed by PPS Director and/or School Social Work Coordinator; (4) Maintains up-to-date knowledge of Illinois and Federal legislation and regulations affecting children in both school and community environments. ***Attendance/ Record Keeping:*** (1) Maintains regular attendance and exhibits punctuality; (2) Maintains legally mandated and departmental records, i.e. Medicaid logs, activity logs and progress reports, etc.; (3) Uses appropriate technology when available. ***Miscellaneous:*** (1) Serve as a liaison between school, families and the community; (2) May serve on committees as directed by PPS Director and/or School Social Work Coordinator; (3) Has knowledge of community resources and provides appropriate referrals to students, families and school personnel; (4) May supervise student school social workers on internship programs.

Qualifications: Must have a valid Type 73 certificate

Salary: Per Teacher Contract

Additional Information: None

Application Deadline: Candidates must submit a written application to be received by March 13, 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

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

3/2/07

**Secretary to the Early Childhood Partners in Collaboration
Preschool Program (EPIC) – Bilingual Preferred**

The Secretary to the Early Childhood Partners in Collaboration Preschool Program (EPIC) is Directly responsible to the EPIC Preschool EPIC Building Administrators including the Outreach Coordinator and indirectly responsible to the Director of the Division of Specialized Instructional Programs and Services. Position will receive work from one to three remote site(s) in-district but will be based at the Welcome Center.

Location: Welcome Center

Responsibilities: *General Duties:* (1) Will provide professional clerical support to the EPIC Preschool Program; (2) Reception – including obtaining or providing bilingual interpretation/translation as necessary for parents; (3) Filing; (4) Computerized data entry; (5) Accurate record keeping; (6) Operation of office machines; (7) Mail/fax/phone communications. *Specific Duties:* (1) Welcome and assist parents, students and visitors; (2) Answer phones; (3) Take and route messages in a timely manner; (4) Collect and distribute all mail, notices, etc; (5) Preparation of preschool screening assessment information including: contacting parents, explaining program procedures (answer questions and provide general support); (6) Processing all relative paperwork; (7) Preparing back to school packets for staff meetings; (8) Assisting with the coordination of all screening personnel with the Early Learning Partners Coordinator; (9) Assist Pre-K building secretaries with entering and tracking program data including registration and attendance information, in computer utilizing database, CIMS, word processing and spreadsheet software; (10) Complete all letters, forms, reports, work orders and staff absences, timely and accurately; (11) Make copies of documents as necessary or directed; (12) Maintain efficient filing system for all records and financial data; (13) Prepare and submit/enter requisitions as necessary for program; (14) Keep inventory of supplies; (15) Order and distribute supplies per procedures in place; (16) Attend meetings and take notes as requested (overtime and/or Flex Schedule may occur); (17) Participate in opportunities for self-improvement (upon approval); (18) Assist with divisional summer projects at Lincoln Center as requested; (19) Shall hold all confidential information in a state of trust; (20) At all times maintain a professional cordial relationship with staff, parents, pupils and the general public. *General Obligations:* (1) Perform other job-related duties for which he/she has been trained, as assigned by the Director for the Division of Specialized Instructional Programs and Services, EPIC Building Administrators, Early Childhood Partners Coordinator and the Outreach Coordinator.

Qualifications: (1) Must have a high school diploma or equivalent; (2) Strong Computer skills; (3) Minimum typing speed of 45 wpm and the ability to pass the secretarial skills test; (4) Ability to do record keeping; (5) Strong interpersonal skills and the ability to work with the public.

Salary: Class 1A/12 Months

Application Deadline: Candidates must submit a written application to be received by Thursday, March 8, 2007.

Applications to be directed to: Mr. Fred Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60085

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

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

3/2/07

Smaller Learning Communities Part-time Grant Assistant

The Smaller Learning Communities Part-time Grant Assistant will be directly responsible to the Coordinator of the Smaller Learning Communities Grant.

Location: Waukegan High School

Responsibilities: Requirements: (1) Competency in working with figures and budgets; (2) Excellent word processing and phone skills; (3) Ability to multi-task; (4) Familiarity with the high school environment; (5) Likes complexity and can handle deadlines; (6) Can be flexible. **Duties:** (1) Scheduling and facilitating meetings; (2) Preparing paperwork and documents; (3) Making phone contacts and scheduling conferences; (4) Researching material on the Web; (5) Assisting with the preparation of budgets and reports; (6) Processing financials; (7) Work in Teacher Center assisting with tasks associated with the high school, at the discretion of the SLC Coordinator; (8) Other job related duties as assigned.

Qualifications: (1) Must have a high school diploma or equivalent; (2) Strong Computer skills; (3) Minimum typing speed of 45 wpm and the ability to pass the secretarial skills test; (4) Ability to do record keeping; (5) Strong interpersonal skills and the ability to work with the public.

Salary: Class 1A/12 Months
Grant dependent position
Approximately 25 hours/week

Application Deadline: Candidates must submit a written application to be received by Thursday, March 8, 2007.

Applications to be directed to: Mr. Fred Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60085

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

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

3/2/07

Middle School Head Secretary

The Head Secretary is directly responsible to the building principal.

Location: Jefferson Middle School

Responsibilities: *General Duties:* (1) To perform the supervisory, secretarial, clerical and record-keeping functions necessary for the effective functioning of all offices of the school which include the principal, assistant principal, counselors, media center, nurse, bookstore and all special itinerants. *Receptionist to the Principal:* (1) Welcome parents, teachers, and visitors to the building; (2) Receive telephone calls and coordinates appointments. *Clerical Office Duties:* (1) Prepare and type all correspondence, notices, forms, etc. for the entire school; (2) All record keeping and filing; (3) Computer operator (all data processing work except print and mail report cards). *Supervise and Coordinate the Record-keeping:* (1) Attendance records; (2) Payroll reports; (3) Inventory; (4) Activities accounts; (5) Collect monies: fees, activities, etc; (6) Free lunch program; (7) OSHA, accident reports; (8) Enrollment and withdrawal of all students; (9) Graduation processes; (10) Opening and closing of school; (11) Requisitions and ordering of all supplies. *Miscellaneous:* (1) Other job related duties as assigned by the principal.

Qualifications: (1) Must have a high school diploma or equivalent; (2) Strong Computer skills; (3) Minimum typing speed of 45 wpm and the ability to pass the secretarial skills test; (4) Ability to do record keeping; (5) Strong interpersonal skills and the ability to work with the public.

Salary: Class 1A/10 Months

Application Deadline: Candidates must submit a written application to be received by Thursday, March 8, 2007.

Applications to be directed to: Mr. Fred Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Rd., Waukegan, IL 60085

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

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

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

3/05/07

Temporary Utility Worker

The Temporary Utility Worker will be directly responsible to the Director of Operations, the Assistant Director of Operations and/or his designee.

Location: Waukegan High School

Responsibilities: *General Duties:* (1) Must be able to perform routine maintenance and repair work as assigned by the Director of Operations or the Assistant Director of Operations; (2) Must be able to take direction from skilled maintenance personnel in the areas of plumbing, electricity, heating, carpentry, painting, glazing, auto repair, welding, custodial and grounds care; (3) Must be able to perform other duties including but not limited to snowplowing, deliveries and grounds equipment; (4) Must be able to perform other duties as assigned by supervisory personnel. *Specific Duties:* (1) Maintain all hand and electric operated tools; (2) Operate and maintain trucks, delivery vehicle, snow plowing equipment and lawn care equipment; (3) Perform the duties of custodian; (4) Work under the direction of skilled maintenance personnel in the areas of heating, air conditioning, electricity, plumbing, welding, carpentry, glazing, auto repair and grounds care; (5) Perform minor roof repair work; (6) Perform manual labor for pickup and delivery of goods and materials; (7) Must perform general maintenance duties as assigned; (8) Must follow safe work practices and employ good habits.

Requirements: (1) Qualified applicants must have a high school diploma or equivalent; (2) Must be able to obtain a state pesticide operator's license within a twelve (12) month period of employment; (3) Must be able to obtain a CDL if conditions require; (4) Must have a valid driver's license.

Qualifications: (1) Must be in good health and able to perform all jobs assigned; (2) Must be able to climb ladders and adjust to heights; (3) Must have a working knowledge of all tools and equipment to perform tasks listed above; (4) Must have knowledge of safety procedures; (5) Must be qualified to work in a school environment; (6) Must be able to read blueprints and schematics; (7) Must have good communication skills both oral and written; (8) Must have positive attitude; (9) Must be safety conscience; (10) Must maintain proper hygiene and appearance; (11) Must be able to work with fellow employees; (12) Must be willing to participate in continuing education programs.

Salary: Per contract

Application Deadline: Candidates must submit a written application to be received by Friday, March 09, 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.