

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

<input type="checkbox"/>	New/BOE Approved	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Replacement	
<input type="checkbox"/>	Reclassification	

OFFICE OF THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES

02/11/08

Director of Assessment, Research & Evaluation

The Director of Assessment, Research and Evaluation will be directly responsible to the Chief Academic Officer.

Location: Lincoln Center

Responsibilities: School Improvement: (1) Assist principals in creation of the school improvement plans; (2) Assist principals to incorporate parents and community members into school improvement process; (3) Assist principals to design and implement professional development, including specifically Curriculum Wednesdays and Institute Day(s); (4) With principal, articulate designated elementary schools with assigned middle school through material exchanges, meetings, presentations, and other methods; (5) Create and implement competitive grant proposals in designated schools; (6) Act as liaison between Lincoln Center and all district buildings; (7) Attend required professional development opportunities, required curriculum department meetings and School Improvement meetings in designated schools; (8) Collaborate with staff and administration to support the implementation of *No Child Left Behind (NCLB)* legislation at the district and building levels; (9) Assist building principals monitor the requirements of NCLB; (10) Promote instructional practices with respect to *Adequate Yearly Progress (AYP)*; (11) Assist with improving student performance in all content areas, as measured by performance on local, state, and national assessment; (12) Model the characteristics and advance the goals of the professional learning community; (13) Implement programs, policies and procedures that will assure continuous improvement for all students; (14) Collect, analyze and synthesize data; draw conclusions and make recommendations to improve student achievement; (15) Communicate data results to the Board of Education, school administrators, staff and the community at large; (16) Assist staff with test construction and the development of assessments; (17) Develop targets/benchmarks for student achievement; (18) Assist staff in using data to make instructional decisions; (19) Monitor the organization, distribution and collection of state and local assessment; (20) Assume other responsibilities, as may be assigned from time to time. **Other Duties:** (1) Interprets national, state, and local assessment program requirements; (2) Prepares clearly written guidelines and instructions to teachers and administrators for proper test administration of national, state, and local assessments; (3) Collaborates with school and district staff to develop and implement a yearly calendar for testing, scoring, and reporting; (4) Directs the inventory, ordering, and distribution of all testing materials in a timely and efficient manner; (5) Conducts meetings related to testing administration; (6) Provides data summaries of student achievement over time; (7) Evaluates the testing program in each school to obtain feedback from staff regarding its administration; (8) Works with the regional Educational Service Center and ISBE to coordinate state testing information and resources; (9) Assists with the preparation and reporting of student achievement data for Academic Review Committees, school report card and other required reports; (10) Chairs the District Retention Policy and Review Committee for Student Retention; (11) Performs other duties as assigned by the Chief Academic Officer.

Qualifications: (1) Must have the Illinois Type 75 Administrative License; (2) Life-long learner; (3) Strong communication skills (oral and written); (4) Able to get along with others; (5) Technology leadership ability; (6) A minimum of three years administrative experience, willing to work as a team member and player in getting the job done efficiently and effectively; (7) Ability to plan, organize, schedule, and manage human resources and materials in order to administer the district testing programs in a timely and effective manner (national, state, and local assessments); (8) Ability to analyze, communicate and report information regarding student achievement to schools and to the public; (9) Ability to align curriculum and instructional resources to state standards to implement district-wide intervention programs in reading, writing, and mathematics, K-8.

Salary: To be determined based upon education and experience

Additional Information: 12 Month Position

Application Deadline: Candidates must submit a written application to be received by February 25, 2008.

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.

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2/13/08

Paraprofessional/REI

The Regular Education Initiative is directly responsible to the Associate Superintendent for Specialized Services or designee, the assigned classroom teacher, and the building principal. The Regular Education Initiative requires unique skills and responsibilities on this part of the paraprofessional. The paraprofessional must fulfill all roles of “assistants” required elsewhere in the district when working with the “block” Learning Disabilities Program. As well, the paraprofessional shall go into the regular education classrooms with selected learning disabled students.

Location: Jefferson

Responsibilities: (1) Help the student prepare to profit from the regular education classroom experience; (2) Structure the learning environment of the regular education classroom to maximize the student’s interactions; (3) Restructure directions when needed; (4) Encourage and facilitate regular classroom participation; (5) Provide assistance with reading, written materials, and writing responses; (6) To assist in communication between regular education teacher, parent, and student; (7) Help student adjust to mainstream experience.

Qualifications: (1) High School diploma or equivalent; (2) 60 College Credits or Associate Degree; (3) Illinois Teacher Aide Approval.

Salary: \$10.39 per hour

Additional Information: 8 hours day/ 40 weeks

Application Deadline: Candidates must submit a written application to be received by February 27, 2008

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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2/13/08

Paraprofessional Self-Contained

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: Clark

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: \$9.23 per hour

Additional Information: 7 hours day/ 35 weeks

Application Deadline: Candidates must submit a written application to be received by February 27, 2008

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2/13/08

Site Computer Assistant

Directly responsible to the building principal, indirectly responsible to Instructional Technology Director keeping them informed of building status regarding equipment, software and usage issues.

Location: Clearview

Responsibilities: (1) Manage all computer related equipment and supplies in assigned building; (2) Assist staff with primary level troubleshooting for software, computer, and printer related problems; (3) Submit all building secondary level repair requests to the appropriate district technology technicians; (4) Maintain building inventory database of technology related equipment and supplies; (5) Assist students in the classroom with instructional computer application usage; (6) Assist with the correct use of computer programs and equipment; (7) Help document student time on task using learning programs at the computer station in the classroom; (8) Organize distribution of instructional computers, printers and software in assigned building; (9) Follow procedure developed by district technician for primary level troubleshooting related to equipment malfunctions; (10) Work with building based lead teachers/principals in designing plan and schedule for assisting in use of technology for classroom instructional support learning.

Qualifications: (1) High School diploma or equivalent; (2) 60 College Credits or Associate Degree; (3) Illinois Teacher Aide Approval.

Salary: \$10.39 per hour

Additional Information: 8 hours day/ 40 weeks

Application Deadline: Candidates must submit a written application to be received by February 27, 2008

Applications To Be Directed To: Mr. Fredrick C. Howard, Executive Director for Human Resources, Waukegan Public Schools, 1201 N. Sheridan Road, Waukegan, Illinois 60085