

TEACHER

DEFINITION

- Under general supervision, serves as classroom teacher in grades Pre-K through 12, or a combination thereof, and creates a flexible program and environment favorable to learning and personal growth in accordance with each student's ability.

REPORTS TO:

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides learning experiences and teaches the course of study prescribed by the district approved curriculum.
- Develops and uses contemporary instructional materials suitable for verbal and/or visual instruction of students with a wide range of mental, physical and emotional maturity.
- Provides individual and group instruction designed to meet individual needs and motivate students.
- Establishes and maintains standards of student control required to achieve effective participation in all activities.
- Evaluates academic and social growth of students and keeps appropriate records.
- Provides appropriate instruction and activities for students to meet school/district policies, goals and objectives.
- Communicates with parents through a variety of means.
- Holds parent conferences to discuss the individual student's progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Creates an effective environment for learning through functional and attractive displays such as bulletin boards, interest centers, etc.
- Maintains professional competence through in-service education activities provided by the district and/or professional growth activities and university courses.
- Selects and requisitions instructional materials; maintains inventory records.
- Cooperates in school-wide supervision of students during out-of-classroom activities
- Participates in faculty and/or district committees and/or the sponsorship of student activities as appropriate.
- Maintains cooperative working relationships within the workplace.
- Observes and performs in accordance with policies of the district and by all applicable laws and regulations.
- Is punctual for work, classes, and meetings.
- Supervises and assists students during arrival, dismissal, and lunch.
- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Initial passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois license and endorsement authorizing service in grade levels and areas assigned.

Education - Bachelor's degree including all courses to meet credential requirements.

Experience - Student teaching, Internship, or full-time teaching experience.

SOCIAL WORKER

DEFINITION

- Under general supervision, provide counseling, referrals and education programs for students and leadership to staff and collaborative partners.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide family assessment and time-limited counseling for high-risk youth.
- Provide community outreach and bridging in order to connect families with local resources
- Establish and maintain collaborative relationships with local partner agencies.
- Support articulation among District and community programs.
- Participate in data collection and program evaluation processes.
- Participate in professional activities, conferences and research to keep abreast of trends, practices and continued growth and development in services for high-risk youth and families.
- Assist with the development of a comprehensive case management data system.
- Demonstrate specialized knowledge of the needs of high-risk youth and families.
- Identify school program needs and assist in developing school strategies to meet student needs.
- Develop and provide ongoing in-service training and assistance to staff.
- Coordinate education and in service programs for parents and staff.
- Assist with program sustainability.
- Maintains cooperative working relationships within the workplace.
- Supervises and assists students during arrival, dismissal, and lunch.
- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois license and endorsement authorizing service in grade levels and areas assigned.

Education - Master's degree including all courses to meet credential requirements.

Experience - Student teaching, Internship, or full-time teaching experience.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally assist in lifting and/or moving a student. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- While performing the duties of this job, the employee may occasionally travel to different buildings in the district.
- The noise level in the work environment is usually moderate.

SPEECH LANGUAGE PATHOLOGIST

DEFINITION

- Under general supervision, serves as a member of the Individual Education Program Planning Team and participates in decisions regarding placement of exceptional students and appraises receptive and expressive language functioning of an individual student.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recommends to support staff, classroom teachers, parents and district personnel appropriate diagnostic/instructional services for individuals having communicative disorders.
- Directs clinical rehabilitative and educational management for individuals with disorders of language and speech.
- Provides consultant, resource, and supervisory services in program and curriculum planning, research, and program evaluation for special language projects within the school and at the district level.
- Plans with teachers and other staff members for implementation of instructional strategies to meet the needs of an individual with a communicative disorder.
- Refers an individual with communicative disorder to available community agencies when their needs cannot be met by the services provided by the district.
- Consults with parents (or guardians) and members of related disciplines, including outside agencies regarding the needs of an individual with a communicative disorder.
- Develops specialized in-service programs for school and community personnel.
- Develops parent education programs and individual or group counseling to assist parents in the prevention and/or remediation of communicative disorders when appropriate.
- Participates in professional growth activities at the local, state and national levels.
- Provide professional support to Speech Language Pathology Assistants and Speech Language Pathologist Interns.
- Maintains cooperative working relationships within the workplace.
- Supervises and assists students during arrival, dismissal, and lunch.
- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois license and endorsement authorizing service in grade levels and areas assigned.

Education - Master's degree including all courses to meet credential requirements.

Experience – Internship or full-time teaching experience.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- While performing the duties of this job, the employee may occasionally travel to different buildings in the district.
- The noise level in the work environment is usually moderate.

GUIDANCE COUNSELOR

DEFINITION

- Under general supervision, provide counseling, referrals and education programs for students and leadership to staff and collaborative partners.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for group and individual guidance procedures associated with proper student placement in regard to graduation and beyond.
- Involvement in group and individual per-disciplinary counseling to keep the student in good standing in all classes.
- Serves as a source of information for the student with respect to the school, home, and community.
- Administers and interprets tests within the testing program.
- Collects and disseminates to students and parents information concerning school offerings, opportunities for further education, and careers and career training opportunities.
- Assists in the collection and maintenance of pertinent pupil data and to record individual student contracts.
- Assists in the follow-up student attendance irregularities when verified by the attendance office.
- Assists in establishing and coordinating student-teacher-counselor-parent-conferences.
- Provides guidance to students with academic and/or vocational problems
- Counsels students regarding school-related personal problems.
- Provides identification and referral service for students having emotional, health, and/or learning problems which are beyond the resources of the local school.
- Refers students with exceptional abilities and needs to appropriate District Personnel.
- Assists in the development and changing of curriculum to meet the needs of the student body.
- Responsible for student schedule changes and monitoring progress towards graduation, including transcript evaluations
- Responsible for delivering accurate and relevant information concerning post-secondary options to students and parents
- Responsible for Letters of Recommendation and completing other college-and-scholarship paperwork
- Assist with program sustainability.
- Maintains cooperative working relationships within the workplace.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois license and endorsement authorizing service in grade levels and areas assigned. Type 73 Certificate

Education - Master's degree including all courses to meet credential requirements.

Experience - Student teaching, Internship, or full-time teaching experience.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally assist with lifting and/or moving a student. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

TEACHING ASSISTANT/LIBRARY ASSISTANT/COMPUTER ASSISTANT

DEFINITION

- Under general supervision, to assist in conducting intensified learning experiences for students in assigned areas of study; to perform a variety of clerical and supportive tasks for instructional personnel; and to perform related work as required.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists instructional personnel with the development and presentation of learning materials and instructional exercises.
- Tutors students individually or in small groups to reinforce and follow-up learning activity.
- Oversees and supervises students during classroom activities, in the library, on field trips, and at lunch and recess.
- Assists in the development of a variety of instructional materials.
- Maintains student records, attendance and files.
- Assist in maintenance of classroom materials.
- Supervise and assist students with arrivals, dismissals, and lunch.
- Understands and carries out oral and written instructions
- Assists in lifting both non-ambulatory and semi-ambulatory students and positioning as directed by the therapist or teacher.
- Maintain confidentiality.
- Maintains cooperative working relationships within the workplace.
- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois license and endorsement authorizing service in grade levels and areas assigned, Paraprofessional Teaching Endorsement

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a classroom aide preferred, or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- May be required to lift or assist with lifting students.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The noise level in the work environment is usually moderate.

SECRETARY

DEFINITION

- The secretary supports the principal in a wide range of office and school operations and entails a diverse set of duties performed in a dynamic environment. Under general supervision of the site administrator, the secretary serves as office manager, performs a variety of managerial and secretarial duties including those responsibilities of a confidential nature dealing with employee/employer relations and related personnel matters. Duties performed are designed to support the site administrator in the completion of all office responsibilities by planning, organizing, supervising and participating in the school office administrative operation.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by school principal at his or her exclusive discretion.
- Handles routine issues and emergencies concerning employees and/or students with the ability to make decisions independently or collaboratively, or recommend action as appropriate.
- Performs a wide variety of secretarial work, including typing/word processing, proofreading, filing, recording information, and processing and distribution of all correspondence, some of which is of a confidential nature.
- Maintains a high degree of professionalism/confidentiality regarding aspects of school operation.
- Serves as a major program information resource person, acting as liaison between schools, departments, district office, and other locations. Dispenses accurate and timely information and direction to students, parents, staff, and visitors.
- Establishes, maintains and ensures proper use of confidential files, which may include student, personnel, and payroll records.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school or district.
- Screens correspondence and telephone calls for administrator and staff.
- Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
- Exercises sound judgment in answering questions and resolves situations involving students, parents, public, location staff and district personnel through knowledge of school policies and general district rules and regulations.
- Maintains financial records, such as school budget, athletic accounts, or other school accounts.
- Understands and carries out oral and written instructions. Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.
- Utilizes current technology, software applications, office methods, procedures, and equipment, including receptionist and telephone techniques.
- Utilizes correct English, spelling, grammar, punctuation, and fundamental mathematics.
- Performs work with minimal supervision and coordinates the work of others.
- Relates well and maintains cooperative working relationships with a variety of individuals, including students, parents, staff, and the community.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois License

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a secretary preferred, and the equivalent to the completion of the 12th grade. Additional training in office technology, organization, and secretarial skills preferred. Some college experiences are preferred.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works near moving mechanical parts.
- The noise level in the work environment is usually moderate.

CUSTODIAN

DEFINITION

- Under general supervision performs a variety of custodial duties in support of classroom and administrative operations. Responsibilities include, but may not be limited to, tasks required to maintain the cleanliness, good order, sanitary and secure condition of schools and/or administrative spaces. Incumbents must be capable of working reliably and independently to carry out assigned tasks and work schedules.

REPORTS TO:

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sweeps, mops, waxes, dusts, vacuums, and paints a variety of materials and environments as assigned.
- Washes (windows, walls, floors, chalkboards, white boards, and furnishings)
- Mops the kitchen, dishwasher room, and cafeteria daily..
- Picks up paper and other debris, empties and cleans trash receptacles, keeps the sidewalks, driveways, playgrounds, courtyards, and grounds looking neat and clean at all times.
- Operates vacuums, floor machines, buffers and carpet cleaning equipment.
- Comply with rules and reasonable practices to ensure the cleanliness and safety of all working and educational environments.
- Makes routine repairs.
- Understands and carries out both written and oral instructions.
- Performs heavy physical labor, climbs ladders, and works in confined spaces.
- Maintains work schedules in performance of cleaning tasks.
- Reads and recognizes cleaning chemical labels.
- Properly selects, mixes, and applies cleaning agents appropriate to the task.
- Maintains the physical stamina to perform assignments in inclement weather.
- Removes snow and spreads sand/salt on sidewalks, driveways, and stairs.
- Sees that all heating and plumbing facilities are functioning and performs routine maintenance including replacing filters.
- Cleans and disinfects locker rooms, restrooms, and water fountains.
- Transports and delivers educational supplies, loads and unloads trucks, and helps out where needed.
- Adjusts/repairs desks.
- Shows initiative in tasks that need to be completed.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Reports major repairs needed and any damage to school property promptly to the principal.
- Assumes responsibility for the opening and closing of the building each school day
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Lock the building, close all windows, shut off lights, take down flags, and turn on the alarm.
- Replaces light bulbs as needed.
- Attends school functions requiring custodial services as requested by the principal.
- Prepares building for special events by cleaning and restocking restrooms, moving furniture, etc.
- Maintains cooperative working relationships within the workplace.

- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois driver's license preferred.

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience in the custodial field and/or as a maintenance technician preferred, or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel objects, tools, or controls; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell.
- The employee must regularly lift and/or move more than 40 pounds and occasionally lift and/or move more than 100 pounds.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- Travel to other buildings in the district may be necessary.

NURSE

DEFINITION

- Under general supervision, plans, organizes, directs, and accomplishes goals and objectives of the school district.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assess and evaluate the health and developmental status of selected students through nursing diagnosis and the use of appropriate evaluative techniques.
- Works cooperatively with other school assessment team members to assess health needs related to learning, and determine appropriate educational plan decisions as needed.
- Conducts (and/or arrange for) mandated vision and hearing screenings.
- Accesses student population for compliance with immunization requirements
- Supervises proper administration of medication procedures.
- Provides adequate care for ill and injured children.
- Provides student and parent health counseling as appropriate.
- Develops specialized and standardized procedures as needed for special needs students.
- Conducts staff in-service on select health topics and related issues, i.e. recognition of communicable disease and appropriate actions as needed.
- Serves as a resource to teachers for health instruction, provides health education resource materials for classroom teachers, and provides student instruction of selected health topics and issues as needed.
- Instructs CPR/AED training for district personnel as needed
- Maintains and submits data for state reports and communications with administration for timely submission
- Possesses skills to make independent, immediate decisions.
- Possesses ability to remain calm in emergency situations.
- Accurately records, transfers, and relates health information with strict confidentiality as needed.
- Follows directions and procedures.
- Possesses skills to demonstrate active and reflective listening skills.
- Possesses a capability to present information in an organized manner.
- Maintains cooperative working relationships within the workplace.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois registered nurse license preferred, and/or ISBE PEL with school nurse endorsement Must possess or be willing to obtain, CPR and AED Instructor's Certification.

Education – Bachelor's degree preferred, including all courses to meet credential requirements.

Experience - Clinical nursing experience and/or previous school nurse experience preferred.

PERSONAL QUALITIES

- Appearance, grooming and personality which establish a positive example for students. Positive recommendations from supervisors and other professionals who have observed the characteristics, scholastic attainment and/or classroom performance of the nurse.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works in outside weather conditions and is occasionally exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderate.

KITCHEN HELPER

DEFINITION

- Under general supervision, to assist in the preparation and/or serving of food in a cafeteria. To maintain the food service area, facilities and equipment in a clean and sanitary condition, and to perform related work as required.

REPORTS TO

- Building Administrator and/or Head Cook

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the preparation, packaging and serving of food.
- Washes dishes and kitchen equipment.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- May act as cashier, collecting money, making change and counting totals.
- Assists in the distribution of condiments as needed.
- Complies with basic methods and procedures used in the preparation, serving, and transportation of food.
- Understands basic food preparation methods including washing, cutting, assembling, and wrapping foods and/or ingredients.
- Understands basic food serving utensils and serving sizes.
- Practices basic sanitation and safety procedures related to the preparation and serving of foods.
- Stands for sustained periods of time.
- Works efficiently during rush conditions.
- Counts, adds, subtracts, and tallies series of numbers as needed to compute serving quantities.
- Follows recipes as directed.
- Makes change quickly and accurately when needed.
- Understands and carries out oral and written instructions.
- Maintains cooperative working relationships within the workplace.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois food handler's license preferred, and/or credential authorizing food sanitation certification for public schools.

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a head cook or cook or kitchen helper, or any combination of training and experience that could likely provide the desired knowledge and abilities. Some paid or volunteer experience in the serving and preparation of foods is desirable; as is the ability to demonstrate dependability and cleanliness.

PERSONAL QUALITIES

- Appearance, grooming and personality which establish a positive example for students. Positive recommendations from supervisors and other professionals who have observed the characteristics, scholastic attainment and/or classroom performance of the kitchen helper.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The employee is occasionally exposed to chemicals.
- The noise level in the work environment is usually loud.

COOK

DEFINITION

- Under general supervision, to assist in the preparation and/or serving of food in a cafeteria. To maintain the food service area, facilities and equipment in a clean and sanitary condition, and to perform related work as required.

REPORTS TO

- Building Administrator and/or Head Cook

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the preparation, packaging and serving of food.
- Washes dishes and kitchen equipment.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- May act as cashier, collecting money, making change and counting totals.
- Assists in the distribution of condiments as needed.
- Complies with basic methods and procedures used in the preparation, serving, and transportation of food.
- Understands basic food preparation methods including washing, cutting, assembling, and wrapping foods and/or ingredients.
- Understands basic food serving utensils and serving sizes.
- Practices basic sanitation and safety procedures related to the preparation and serving of foods.
- Stands for sustained periods of time.
- Works efficiently during rush conditions.
- Counts, adds, subtracts, and tallies series of numbers as needed to compute serving quantities.
- Follows recipes as directed.
- Makes change quickly and accurately when needed.
- Understands and carries out oral and written instructions.
- Maintains cooperative working relationships within the workplace.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois food handler's license preferred, and/or credential authorizing food sanitation certification for public schools.

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a head cook or kitchen helper or cook, or any combination of training and experience that could likely provide the desired knowledge and abilities. Some paid or volunteer experience in the serving and preparation of foods is desirable; as is the ability to demonstrate dependability and cleanliness.

PERSONAL QUALITIES

- Appearance, grooming and personality which establish a positive example for students. Positive recommendations from supervisors and other professionals who have observed the characteristics, scholastic attainment and/or classroom performance of the cook.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The employee is occasionally exposed to chemicals.
- The noise level in the work environment is usually loud.

HEAD COOK

DEFINITION

- Under general supervision, to assist in the preparation and/or serving of food in a cafeteria. To maintain the food service area, facilities and equipment in a clean and sanitary condition, and to perform related work as required. Under the guidance of the food service director order and plan for the programming of the food service program at the building level.

REPORTS TO

- Building Administrator and/or Food Service Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the menu design for school buildings in accordance to state and federal guidelines.
- Orders food in relation to the appropriate menu.
- Under the general supervision of building administration, calls substitute kitchen helpers/cooks as needed.
- Assists in the preparation, packaging, and serving of food.
- Washes dishes and kitchen equipment.
- Assists in maintaining proper care of equipment and sanitation of the kitchen.
- May act as cashier, collecting money, making change and counting totals.
- Assists in the distribution of condiments as needed.
- Complies with basic methods and procedures used in the preparation, serving, and transportation of food.
- Understands basic food preparation methods including washing, cutting, assembling, and wrapping foods and/or ingredients.
- Understands basic food serving utensils and serving sizes.
- Practices basic sanitation and safety procedures related to the preparation and serving of foods.
- Stands for sustained periods of time.
- Works efficiently during rush conditions.
- Counts, adds, subtracts, and tallies series of numbers as needed to compute serving quantities.
- Follows recipes as directed.
- Makes change quickly and accurately when needed.
- Understands and carries out oral and written instructions.
- Maintains cooperative working relationships within the workplace.
- Other duties innate to the position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois food handler's license, and/or credential authorizing food sanitation certification for public schools.

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a head cook, some paid or volunteer experience in the serving and preparation of foods is desirable, management positions preferred; as is the ability to demonstrate dependability and cleanliness; or any combination of training and experience that could likely provide the desired knowledge and abilities.

PERSONAL QUALITIES

- Appearance, grooming and personality which establish a positive example for students. Positive recommendations from supervisors and other professionals who have observed the characteristics, scholastic attainment and/or classroom performance of the head cook.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The employee is occasionally exposed to chemicals.
- The noise level in the work environment is usually loud.

CUSTODIAN/MAINTENANCE

DEFINITION

- Under the general supervision of the building principal, performs a variety of skilled and semi-skilled tasks related to multiple trade areas in support of the maintenance, repair, and improvement of district facilities. The incumbent also performs a variety of custodial duties in support of classroom and administrative operations. Responsibilities include, but may not be limited to, tasks required to maintain the cleanliness, good order, sanitary and secure condition of schools and/or administrative spaces. Incumbents must be capable of working reliably and independently to carry out assigned tasks and work schedules.

REPORTS TO

- Building Administrator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Possesses the knowledge and ability to accomplish skilled work in multiple building trades.
- Understands tools, materials and terminology used in several of the building trades utilized by the district such as painting, carpentry, plumbing, heating and electrical.
- Understands general safety standards and safe work practices.
- Performs and/or assists in skilled and semiskilled maintenance, installation and repair to buildings and equipment in connection with construction and mechanical trades including mowing, plumbing, painting, carpentry, masonry, metal work, glazing, tile work, roofing, flooring, welding, and mechanics.
- Applies finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
- Uses hand and power tools necessary to perform the duties assigned.
- Makes routine and emergency repairs and adjustments to school buildings and facilities.
- Lifts, stacks and moves heavy furniture, equipment and materials.
- Operates light to medium weight trucks and equipment to pick up or deliver equipment, furniture and other supplies.
- May work as part of a crew or independently on routine tasks with or without direct supervision.
- Climbs ladders, scales stairs, and operates in confined areas as needed.
- Understands and carries out oral and written instructions.
- Replaces any lighting that is not functional
- Plans all maintenance and repair work with the Maintenance Director and/or Principal, maintaining a high standard of safety, cleanliness, and efficiency.
- Sweeps, mops, waxes, dusts, vacuums, and paints a variety of materials and environments as assigned.
- Washes (windows, walls, floors, chalkboards, white boards, and furnishings)
- Mops the kitchen, dishwasher room, and cafeteria daily..
- Picks up paper and other debris, empties and cleans trash receptacles, keeps the sidewalks, driveways, playgrounds, courtyards, and grounds looking neat and clean at all times.
- Operates vacuums, floor machines, buffers and carpet cleaning equipment.
- Comply with rules and reasonable practices to ensure the cleanliness and safety of all working and educational environments.
- Makes routine repairs.
- Understands and carries out both written and oral instructions.

- Performs heavy physical labor, climbs ladders, and works in confined spaces.
- Maintains work schedules in performance of cleaning tasks.
- Reads and recognizes cleaning chemical labels.
- Properly selects, mixes, and applies cleaning agents appropriate to the task.
- Maintains the physical stamina to perform assignments in inclement weather.
- Removes snow and spreads sand/salt on sidewalks, driveways, and stairs.
- Sees that all heating and plumbing facilities are functioning and performs routine maintenance including replacing filters.
- Cleans and disinfects locker rooms, restrooms, and water fountains.
- Transports and delivers educational supplies, loads and unloads trucks, and helps out where needed.
- Adjusts/repairs desks.
- Shows initiative in tasks that need to be completed.
- Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
- Reports major repairs needed and any damage to school property promptly to the principal.
- Assumes responsibility for the opening and closing of the building each school day
- Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- Lock the building, close all windows, shut off lights, take down flags, and turn on the alarm.
- Replaces light bulbs as needed.
- Attends school functions requiring custodial services as requested by the principal.
- Prepares building for special events by cleaning and restocking restrooms, moving furniture, etc.
- Maintains cooperative working relationships within the workplace.
- Other duties in the scope of this position.

QUALIFICATION REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Passage of a physical is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Credential - Valid Illinois driver's license.

Education – Equivalent to completion of the twelfth grade required, Associate's degree preferred, including all courses to meet credential requirements.

Experience - Three years of experience as a maintenance technician, including working knowledge in two or more skilled maintenance trades utilized by the district; or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must regularly lift and/or move up to 40 pounds and frequently lift and/or move more than 100 pounds.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. Additionally, the employee occasionally works near moving mechanical parts, and is sometimes exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
 - The noise level in the work environment is usually moderate and occasionally loud.

LIBRARY / MEDIA COORDINATOR

DEFINITION

- The Library / Media Coordinator is a district professional who coordinates district-level programs and resources in support of school library media centers. The Library / Media Coordinator provides leadership in the development, implementation, and evaluation of the school library media program to promote student learning and teacher effectiveness for the benefit of the district's total educational program.

REPORTS TO

- Building Administrators

EXAMPLES OF DUTIES

- Provides effective leadership in developing, implementing, and evaluating plans for a comprehensive, district-wide school library media program
- Coordinates the planning and design of new, renovated, and existing school library media facilities and school wide infrastructure
- Assists in the development of in-service staff development for school library media staff and other school district personnel, especially in the area of print and electronic resources and services
- Communicates the district's vision, goals, and priorities especially regarding school library media programs to the public
- Coordinates district-level programs and resources. Prepares budgets, coordinates with other departments or agencies to assure maximum services and resources, and maintains records/reports/inventories in accordance with local/state/federal policies
- Guides building level school library media coordinators and principals in the selection and purchase of materials and equipment
- Advocates standardization and investigates licensing issues for district-wide resources
- Researches, initiates, and encourages a wide range of grants and external funding opportunities for the support and enhancement of school library media programs
- Works with principals, teachers, and district-level directors to assure standardization and equity of resources across programs and buildings
- Advocates for school library media programs within the school district and the community
- Serves as a liaison between the school and other agencies, especially in regards to school library media and technology issues
- Provides leadership for school level computer lab programs
- Adheres to and advises all school personnel regarding copyright as well as other laws and guidelines pertaining to the distribution and use of resources
- Advocates the principles of intellectual freedom and ethical behavior
- Assists principals and site-based committees in the selection and placement of school library media personnel
- Assists principals in the delegation and supervision of school library media personnel responsibilities
- Supports school library media personnel in the day-to-day operation of the school library media program
- Works with principals and/or teacher evaluators to appraise the performance of school library media personnel

- Supervises district-level media and technology support personnel

QUALIFICATIONS GUIDE:**CREDENTIAL**

Valid Illinois Credential or license authorizing service in grade levels and areas assigned. Library certification preferred.

EDUCATION

Bachelor's degree, including all courses to meet credential requirements.

EXPERIENCE

Full-time teaching experience, preferably within a learning center/media center environment and applied knowledge of children's and young adult literature, library procedures, and computer instruction.

PERSONAL QUALITIES

Appearance, grooming, and personality which establish a desirable example for students. Ability to meet district standards for physical and mental health. Above average recommendations from professionals who have observed the characteristics, scholastic attainment, and classroom performance of the applicant.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; use hands to finger,

handle, or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.