

# COMMUNICATOR - ROUND 009A

November 4, 2009

## NON-CERTIFIED VACANCY POSTING

**\*\*NEW:** We STRONGLY encourage you to apply online. Computers are available in the Human Resources Department for your use. If this is not possible, paper applications will be accepted.

➔➔➔➔➔➔ WE ARE NO LONGER ACCEPTING APPLICATIONS BY FAX. ⚡⚡⚡⚡⚡⚡

### TIMELINE FOR ROUND 009A VACANCIES - 2009/2010 SCHOOL YEAR

**Tuesday, November 10, 2009 at 3:00PM:** **APPLICATION DEADLINE** - Applications for NON-CERTIFIED positions for Round 009A of the 2009-2010 school year are due in the Human Resources Department, Room 107, 201 S. Madison St., Rockford, IL 61104, or online at [www.rps205.com](http://www.rps205.com).

**Monday, November 16, 2009 by 3:00PM.** Deadline for application withdrawal and/or change of order for preferences.

**REMINDER:** IF YOU NO LONGER WISH TO BE CONSIDERED FOR A TRANSFER, THEN YOU MUST SUBMIT, **IN WRITING**, YOUR REQUEST TO WITHDRAW YOUR NAME FROM THE APPLICANT LIST FOR THE POSITION(S) APPLIED FOR BY THE STATED DEADLINE. INDIVIDUALS WHO DO NOT WITHDRAW VIA THIS PROCESS, IF SELECTED FOR TRANSFER, WILL BE REQUIRED TO COMPLETE THE TRANSFER.

**Wednesday, November 18, 2009 BY NOON:** Recommendation For Hire forms due from administrators.

**Wednesday, November 18, 2009 AT 3:00PM:** Non-Certified Placement for Round 009A. Human Resources will notify applicants of placements by mail.

**PLEASE NOTE: HUMAN RESOURCES WILL NOT VERIFY PLACEMENT RESULTS OVER THE PHONE.**

**CERTIFIED & NON-CERTIFIED VACANCIES ARE PUBLISHED SEPARATELY.** Copies may be obtained at the Receptionist's desk of the Rockford Board of Education Administration Building, or by sending stamped, self-addressed envelopes to 201 S. Madison St., Rockford, IL 61104.

#### ANTICIPATED TIMELINE FOR THE NEXT PUBLICATION OF CERTIFIED & NON-CERTIFIED *COMMUNICATOR* VACANCIES:

##### **CERTIFIED VACANCIES 2009/2010**

ROUND 011 – WEB SITE ONLY – Friday, November 13<sup>th</sup>

##### **NON-CERTIFIED VACANCIES 2009/2010**

010A – AVAILABLE – Wednesday, December 2, 2009

##### **KEY = Explanation of terms used below:**

VAC # = use of 6-digit vacancy number as referral to specific position.

LOCATION = building where position exists.

POSITION = category of position open.

DEPARTMENT = department over specific position.

SUBJECT/WORK = type of position specific to job duties.

Mn Mx = grade levels position serves. 22 refers to all-day kdg; 40 45 refers to pre-school; 01 = grade 1, etc.; 99 refers to District-wide.

FTE = Full Time Equivalent. 1.0 FTE refers to full time position; .5 FTE would be ½ time position.

Comment = When available, a brief description appears under the vacancy.

**HIRING REQUIREMENTS - PLEASE NOTE:** All **NEW** applicants must have a general application form on file (may be submitted upon application for vacancies). Board of Education policy requires that persons recommended for positions with the Rockford Public Schools are subject to pre-employment drug testing and a State of Illinois Criminal History Background Investigation **before** approving their hire.

#### \*\*\*\*\*HOURLY & PART TIME\*\*\*\*\*

**BREAKFAST AIDES & NOON AIDES** needed at many elementary locations. These are part time positions for an hour to an hour and a half per day. If interested, please contact the school of your choice for information.

**SUBSTITUTE PARAS & SUBSTITUTE CLERICAL** are needed. If you wish to work at the school of your choice or available on a daily basis, please contact Maria Saavedra, Substitute Coordinator, at 815/966-3051 or Kathi Jentoft at 966-3103 for more information.

**FOOD SERVICES.** Accepting applications for part time and full time Food Service employees to work in the school cafeteria. For information, come to the Food Services Department on the 1<sup>st</sup> floor of the Administration Building, 201 S. Madison St., or call 815/966-3033.

\*\*\*\*\*HOURLY & PART TIME continued\*\*\*\*\*

**SUBSTITUTE NURSES are needed.** Duties to include, but are not limited to: servicing the health needs of the school site as they pertain to: first aid, medication administration, health assessment, special procedures, data entry, and documentation. The applicant works under the direction of the certified school nurse and follows departmental and district policies and procedures. Applicant must be licensed as a Registered Nurse as issued by the Illinois Department of Professional Regulation and be willing to attend training for Vision and Hearing certification, if needed. Excellent communication skills, pediatric nursing experience preferred.

\*\*\*\*\*NON CERTIFIED SUPPORT STAFF\*\*\*\*\*

Vac #	Location	Position	Department	Subj/Work	MIN	MAX	FTE	Comment
194393	ADMIN BLDG	NONCRT/SUP	FACILITIES	SECUR EMRG	99	99	1.0	
								SECURITY & EMERG PREPAREDNESS COORD Coordinate physical plant assessments, corrective actions and training in support of safety, security, and emergency preparedness programs required by federal and state law, and School Board policy and procedure. Degree from an accredited educational institution required. Minimum five years administrative or supervisory experience in safety, law enforcement, or emergency preparedness required. Experience working in a K-12 public school setting preferred.
193851	ADMIN BLDG	NONCRT/SUP	PURCHASING	PURCH MGR	99	99	1.0	
								PURCHASING MANAGER/AGENT Assists the Director in the purchase of supplies, services and capital equipment to operate the Rockford Public Schools in accordance with the Board of Education policy, and in compliance with the statutes of the State of Illinois. Under the direction of the Director, supervises, directs and coordinates the daily purchasing activities of the department and is responsible for contracting of supplies and services assigned by the Director. Requirements: Bachelor's Degree in Business Administration or Purchasing preferred. Experience in a purchasing to include experience in competitive purchases, quotes, some contracting either by sealed bidding or negotiation, governmental purchasing capacity with increasing responsibilities may be substituted for education on a 2-years actual experience for each year of a 4-year college degree.
191682	ITINERANT	NONCRT/SUP	HEALTH SRV	RGSTR NRSE	99	99	1.0	
144533	ITINERANT	NONCRT/SUP	PSYCHOLOGY	PSY INTERN	99	99	1.0	1 year internship
								Must Be Enrolled In Type 73 Classes
180506	ITINERANT	NONCRT/SUP	SOCIAL WRK	SW INTERN	99	99	.8	1 year Internship
								Must Be Enrolled In Type 73 Classes
194265	ITINERANT	NONCRT/SUP	ATTN&TRUAN	ATTEND SPL	99	99	1.0	3 positions
								ATTENDANCE SPECIALIST 9 MONTH/8:00-4:30 Responsible for implementation and maintenance of school attendance program. Duties to include but not limited to: communication with parents, students, teachers, counselors & administrators, and interface with all stakeholders involved in the successful attendance of students to school. Requirements: Bachelor's Degree preferred (counseling, social work, school psychology, or related field); experience working with truant youth; knowledge of community agencies and resources; knowledge of educational services and programs.

\*\*\*\*\*CLERICAL\*\*\*\*\*

**NOTICE: Before you can apply for a vacant clerical position, you must have ALREADY successfully passed District #205's testing program. ONLY those who have passed the clerical test(s) will have their names entered on the applicant list for those positions for which they are qualified. Testing will be held on the 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 8:30AM. Contact Kathi Jentoft @ 966-3103 or April Craft @ 966-5369 to make an appointment.**

Vac #	Location	Position	Department	Subj/Work	MIN	MAX	FTE	Comment
160086	ADMIN	CLERICAL	STDNT SERV	SEC 37X	99	99	1.0	12 months/8:00-4:30
								Duties include but are not limited to: greeting and communicating with parents, community members, district administrators; preparing and transcribing correspondence and other material; assisting others on the clerical team as needed, and general clerical tasks. An in-depth knowledge of district and department policies is required. Advanced technical and interpersonal skills and confidentiality are required for this position. Position available 01/04/10
194254	RIVERDAHL	CLERICAL	BIL/OFFICE	SEC 32	20	02	1.0	10 months/7:00-3:30
								Duties to include general office duties such as data entry, filing, record keeping, answering phones, making attendance calls, entering student attendance into district AS400 system, communicating with transportation department, distributing mail to staff, and completing other duties as assigned by the building principal. Bilingual Spanish preferred .
194416	THOMPSON	CLERICAL	OFFICE	SEC 34	20	05	1.0	10 month/7:00-3:30
								Duties to include greeting and communicating with parents, students and staff, answering phones in a busy office setting, filing and entering various data into AS400 student system. Duties also include working with student records and related activities, operation and maintenance of office machines, work requests, payroll, and general secretarial tasks. Preferred candidate should have knowledge of AS400 and Microsoft Office/QuickBooks programs. Must be able to relate on a professional level with students, parents and staff, and be organized and able to perform multiple tasks in a fast-paced environment.
194391	ROOSVLT-AD	CLERICAL	BIL/FRC	SEC 33	99	99	1.0	12 month
								Student Records Technician @ Family Resource Center – Hours: M, T, TH & F 8:00AM-4:30PM, Wednesday 10:30AM-7:00PM. Performs a variety of clerical tasks which include the maintenance and proper distribution of students' records. Possess the ability to locate and research historical and agency files as related to student records. Position available 12/07/09.

## ➔➔ NEW ~ PLEASE READ CAREFULLY ←←

- **MINIMUM OF HIGH SCHOOL DIPLOMA OR EQUIVALENT AND HIGHLY QUALIFIED CERTIFICATE REQUIRED FOR ALL POSITIONS.**
- **PARAPROFESSIONALS who have met “Highly Qualified” requirements of college credit hours, approved training or successful testing must also secure a certificate from the Regional Office of Education at 300 Heart Blvd., Loves Park, IL (815/636-3060) and submit the certificate to Human Resources at 201 So. Madison.**
- **APPLICANTS WILL NOT BE CONSIDERED UNLESS A COPY OF THEIR TRANSCRIPTS/APPROVAL ARE ON FILE WITH THE HUMAN RESOURCES DEPARTMENT BEFORE THE APPLICATION DEADLINE STATED ON THE COMMUNICATOR IN WHICH YOU ARE APPLYING.**

**THE FOLLOWING IS A GENERAL DESCRIPTION FOR EARLY CHILDHOOD AIDE (EC AIDE) POSITIONS:** Duties to include working with pre-K children under the direction of the classroom teacher. Responsibilities to include assisting with curriculum implementation, parent involvement, home visits, transportation, individual and small groups, home visits, daily duties such as mealtime, toileting and classroom preparation. To include other duties as assigned by supervisor and participation in EC staff development. **REQUIREMENT:** Evidence of Early Childhood professional staff development is preferred.

**REQUIREMENTS FOR STATE-APPROVED SPECIAL EDUCATION PARAPROFESSIONAL**

**Classroom Instructional Para (INSTR PARA):** Persons applying for these positions must have the following training, abilities and experiences: experience working with children with a variety of disabilities, the ability to lift students who require assistance, proven effectiveness in team participation, and willingness to participate in staff development. Preferred training in visual strategies, CPI, positive behavior management strategies. Personal care and toilet training may be required. Specific training may be required to meet the individual needs of students.

**Classroom Low Incidence MI or AU (LI MI; LI AU):** Persons applying for these positions must have the following training, abilities and experiences: experience working with children with severe and profound disabilities/autism, the ability to lift students who require assistance, proven effectiveness in team participation, and willingness to participate in staff development. Preferred training in visual strategies, CPI, positive behavior management strategies, as well as a willingness to learn how to manage students with seizures and other health conditions. Personal care including toilet training will be required. Specific training may be required to meet the individual needs of students.

**\*\*\*\*PARAPROFESSIONAL \*\*\*\***

**MINIMUM OF HIGH SCHOOL DIPLOMA OR EQUIVALENT AND HIGHLY QUALIFIED CERTIFICATE REQUIRED FOR ALL PARAPROFESSIONAL POSITIONS.**

**SECONDARY**

Vac #	Location	Position	Department	Subj/Work	Grade Level(s)	FTE	Comment
193833	FLINN	PARA	SPEC EDUC	INSTR PARA	06 08	1.0	
193852	WEST	PARA	SPEC EDUC	INSTR PARA	06 08	1.0	
193826	ROOSEVELT	PARA	ALT PROG	INF LAB(8)	40 45	1.0	

**ELEMENTARY**

194273	BARBOUR	PARA	BIL/SPEC	B/L BLDG P	20 08	1.0	
194401	DENNIS	PARA	SPEC EDUC	EC INSTPAR	40 45	1.0	
193831	ELLIS	PARA	SPEC EDUC	BLDG PARA	20 08	1.0	
193829	JOHNSON	PARA	SPEC EDUC	BLDG PARA	20 05	1.0	
179535	KISHWAUKEE	PARA	SPEC EDUC	BLDG PARA	20 05	1.0	
194419	LATHROP	PARA	SPEC EDUC	BLDG PARA	20 05	1.0	

**\*\*\*\*\*DIFFERENTIALS 2009-2010\*\*\*\*\***

**All differential positions are advertised first in the Certified; then in the Non-Certified Communicator.**

Vac #	Location	Position	Department	Subj/Work	Mn	Mx	FTE	Comment
177927	EAST	DIFFER	COACH	B TRACK	09	12	1.0	ASST BOYS TRACK
177932	EAST	DIFFER	COACH	BOWLING	09	12	1.0	ASST BOWLING COACH
193039	EAST	DIFFER	COACH	DRAMA	09	12	.5	DRAMA DIFFERENTIAL
194336	GUILFORD	DIFFER	SUPPORT	ST COUNCIL	09	12	.5	ST COUNCIL ADVISOR
190545	JEFFERSON	DIFFER	COACH	B BSKTBALL	09	12	1.0	ASST B BASKETBALL COACH
190546	JEFFERSON	DIFFER	COACH	B BSKTBALL	09	12	1.0	ASST B BASKETBALL COACH
194297	JEFFERSON	DIFFER	COACH	B TRACK	09	12	1.0	ASST BOYS' TRACK COACH
176860	JEFFERSON	DIFFER	COACH	G TRACK	09	12	1.0	HEAD GIRLS TRACK COACH
194299	JEFFERSON	DIFFER	COACH	CHEERLEADR	09	12	1.0	CHEERLEADING ADVISOR
194301	JEFFERSON	DIFFER	COACH	POMPONS	09	12	1.0	ASST POMS COACH