

PLEASE POST

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11

To: All Personnel
From: Dr. Sonya Porter/ Director of Human Resources
Date: February 8, 2018
Subject: Vacancy

The following position is now bid:

WEST ELEMENTARY SCHOOL

SAFETY ASSISTANT/CROSSING GUARD (1 position) 3.5 hrs/9 mo
Hours are: 7:15 am – 8:10 am, 10:45 am – 12:55 pm, 2:15 pm – 2:35 pm

Job responsibilities include but are not limited to the following:

- Assist students as they cross designated street locations
- Maintain good student conduct at the designated street locations
- Communicate in an appropriate fashion with students, parents and employees
- Supervise students in the cafeteria at breakfast and lunch. Walk around cafeteria, monitoring behavior and assisting students.
- Supervise students at recess on playground. Walk around playground area monitoring student behavior

- It is expected that 100% of the time for this position be spent on:
Supervising student safety
Protecting district from TORT liability

NOTE: Interested persons shall apply to the Human Resources Office in writing. All bids must be received no later than 4:00 p.m. Wednesday, February 14, 2018.

WE DO NOT ACCEPT BIDS VIA EMAIL

An Equal Opportunity/Affirmative Action Employer