

**PLEASE POST**

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ALTON COMMUNITY UNIT SCHOOL DISTRICT NO. 11

To: All Personnel  
From: Wendy Adams/ Director of Human Resources  
Date: August 2, 2018  
Subject: Vacancy

**The following position is now bid:**

**EUNICE SMITH ELEMENTARY SCHOOL**

SAFETY ASSISTANT/CROSSING GUARD (1 position) 3.5 hrs/9 mo  
Hours are: 7:30 am – 8:15 am, 11:00 am – 12:50 pm, 2:40 pm – 3:10 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. Thursday, August 9, 2018.

**WE DO NOT ACCEPT BIDS VIA EMAIL**

An Equal Opportunity/Affirmative Action Employer