

# Lincoln Public Schools Vacancy Bulletin

Tuesday, November 03, 2009

Next Vacancy Posting will be November 10, 2009 at 4:30 p.m.

The Human Resources Division is advertising the following vacancies. Staff wishing to apply should submit a **TRANSFER REQUEST FORM** to the Human Resources Department. Persons not currently on staff may apply for the listed positions or any others that may be open, by contacting Human Resources and completing the appropriate application form. All positions are posted on LPS Web Site: [www.lps.org](http://www.lps.org), select **Human Resources**, select **Job Listings**. They are also recorded on the HR Job Line 436-1595.

Applications for all positions can be found on line at [www.lps.org/hr/applications/default2.html](http://www.lps.org/hr/applications/default2.html).

## **ADMINISTRATIVE POSITIONS: (Complete the Administrative Application)**

Lincoln Public Schools is continuously accepting applications.

## **SECONDARY CERTIFICATED POSITIONS: (Complete Certificated Application)**

Lincoln Public Schools is continuously accepting applications.

## **ELEMENTARY CERTIFICATED POSITIONS: (Complete Certificated Application)**

Lincoln Public Schools is continuously accepting applications.

## **CUSTODIAN POSITIONS: (Complete Classified Application)**

**Assistant Custodial Supervisor, Days, MEADOW LANE ELEMENTARY:** Requirements: HS diploma or GED, 1 year custodial experience, 1/2 year supervisor experience preferred. Hours 6:30 a.m. to 3:00 p.m. Salary \$14.23/hr + benefits. **Closes 11/09/09**

**10 Month Custodian Evenings, 8 hrs, Monday Friday, Salary \$12.05/hr + benefits. Positions available at:** Roper Elementary, Lefler Middle School

## **FOOD SERVICE POSITIONS: (Complete Classified Application)**

**Food Service Workers:** Accepting applications for itinerant and substitute positions for the 2009-2010 school year. Four hour shift between 9:00 a.m. to 1:30 p.m., Monday to Friday. Salary Itinerant food service worker \$10.43/hr + benefits; substitute food service worker \$10.32/hr.

## **OFFICE POSITIONS: (Complete Classified Application)**

### **LINCOLN HIGH SCHOOL:**

**Secretary II, 260 Day, 8 hrs:** This person will assist the Special Education Coordinator and Assistant SPED Coordinator in being in compliance with Special Education procedures/paperwork, will manage all files for Special Education students, will communicate with school registrar and district personnel regarding student enrollment, which would include the transfer in/out of student records, and will manage calendar for IEP meetings. We need a team-player who is able to maintain confidentiality, has regular, dependable attendance, and can work with diverse audiences. Requirements: Good customer service skills, oral/written skills, word processing and data entry skills, AS400 experience preferred, HS diploma or GED. Salary \$13.79/hr + benefits. **Closes 11/9/09**

### **DISTRICT OFFICE: SPECIAL EDUCATION:**

**Secretary II, 260 Day, 8 hrs:** This Secretary will 1) provide support for the VOICE, Vision, Community Based Education, Summer School, Audiological/Hearing Programs; 2) maintain and coordinate student records, scheduling, and materials; 3) schedule and problem solve with parents, staff, and students; 4) organize and manage medicaid and RTI data collection systems; 5) record and organize summer class, transportation, and staff information; 6) and complete other duties as assigned. Regular, dependable attendance is essential. Ability to use a variety of computer software systems preferred. High School diploma or G.E.D. required. Two years of office experience preferred. Salary \$13.79/hr + benefits **Closes 11/09/09**

## **PARAEDUCATOR POSITIONS: (Complete Classified Application)**

### **DISTRICT OFFICE: SPECIAL EDUCATION:**

**Itinerant Para, 6.5 hrs/day:** This position supports students with behavioral, social, and emotional needs. Responsibilities include supervising individual students, supporting students with academic work and social skills, implementing behavior plans, and other duties that help students gain positive behavioral skills. This position is itinerant but assignments in a specific building or with a specific student are usually for several weeks. You must have an interest in working with challenging students in the area of behavior, willingness to be part of a team implementing a behavior plan, flexibility, patience and a willingness to accept and honor small behavioral gains. Salary \$12.04/hr. **Closes 11/9/09**

### **MAXEY ELEMENTARY:**

**1:1/MH:Mild, 6.5 hrs:** Will work with individual students in primary grades. Must be flexible, able to take initiative and be a team player. Salary \$12.04/hr. **Closes 11/9/09**

### **PRESCOTT ELEMENTARY:**

**MH:Moderate, 6 hrs:** Special Ed Para to work with students verified as special education students. Must work well with a team of teachers who work with verified students. Responsibilities include helping with students that need personal care needs, redirection, picture communication support and personal care assistance. Salary \$10.51/hr. **Closes 11/9/09**

### **Information about Paraeducator Positions:**

Lincoln Public Schools is continuously taking applications for paraeducators and substitute paraeducators. The responsibilities entail a variety of duties including classroom and lunchroom supervision; assisting teachers with materials and activities; aiding a student with special needs - learning and behavioral needs, as well as mental and physical challenges. Hours range from 2 to 7 hours/day. Paraeducator salary range is \$9.23 to \$11.25/hr. Substitute Paraeducator salary range is \$7.90 to \$10.00/hr.

## **TECHNICIAN POSITIONS: (Complete Classified Application)**

### **DISTRICT OFFICE: SPECIAL EDUCATION:**

**Sign Language Interpreter, 5.5 hrs/day:** must have met a competency level as measured by one of the following assessments: EIPA 3.5 or above, RID certification, NAD 4.0 or above, NIC, ACCI 4.0 or QAST 4.0. Must be dependable, flexible, and willing to work with a team of interpreters and building staff. Salary \$18.64/hr. **Closes 11/9/09**

## **MAINTENANCE POSITIONS: (Complete Classified Application)**

**No New Listings**

## **MENTOR POSITIONS: (Complete Mentor Application)**

### **Mentors for Highly Gifted Students**

Qualified persons needed to work with highly gifted students in the Visual Arts and the following academic areas: **Math, Science, English, Social Studies and World Languages.**

**Requirements:** University level academic standing of Junior, Senior, BA/BS or above; minimum cumulative G.P.A. of 3.0 and at least 15 semester credit hours in subject with a subject G.P.A. of 3.5 or above. **Applicant must be available during the student's regular school day during the school year.**

**To Apply:** Submit a **Mentor for Highly Gifted Students application** and original transcripts from colleges attended. Salary \$16.62/hr. If you have questions, please call 436-1590.

## **TRANSPORTATION POSITIONS: (Complete Classified Application)**

Lincoln Public Schools is continuously accepting applications for **bus driver for regular and substitute**. Regular routes are available as well as substitute positions. Route hours are typically 7:00 to 9:00 a.m. and/or 2:30 to 4:30 p.m. Excellent driving record required. This is a great opportunity for students, retired people and those in need of extra money. Salary for regular bus driver: \$14.63/hr. + benefits. Salary for substitute bus driver: \$14.63/hr.

**Part time and Substitute Transportation Paras:** Positions are available to assist students with special needs while traveling on the bus to their education sites. Special needs students include those who are mentally, physically or emotionally challenged. Shift routes, 7:00 to 9:00 a.m. and/or 2:30 to 4:30 p.m. Salary for regular transportation para: \$10.45/hr. Salary for Substitute transportation para: \$10.62/hr.

**Currently Lincoln Public Schools has a need for transportation paras for specific routes.** Please submit a classified application form and check **transportation para**.

## **COACHING POSITIONS:**

**No New Listings**

### **FILLED POSITIONS:**

#### **OFFICE POSITIONS:**

Secretary II  
Secretary III

Lincoln High School Counselor Office  
Special Education

#### **TECHNICIAN POSITIONS:**

Treatment Nurse  
Health Tech

Health Services  
Sheridan

#### **CUSTODIAN POSITIONS:**

9 month  
12 month

Meadow Lane  
Holmes, Pershing