



**PEKIN**  
COMMUNITY  
HIGH SCHOOL  
DISTRICT 303

320 Stadium Drive, Pekin, IL 61554



**Carla J. Schaefer**, Chief Financial Officer

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## NOTICE OF PERSONNEL OPENING

**POSITION:**

**Part-Time Student Supervisor**  
**(10:30 a.m. - 1:30 p.m.)**

**REPORTS TO:**

Building Level Administration

**TERMS OF EMPLOYMENT/PAY:**

9 months/\$14.75 per hour

**EVALUATION:**

Evaluated by the Assistant Principal/Dean using the agreed upon evaluation tool.

**QUALIFICATIONS:**

Supervise and monitor student behavior at assigned locations during the school day. Must be reliable, able to work flexible hours and be in good physical condition.

**DUTIES/RESPONSIBILITIES:**

The criteria indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Supervise students in designated locations throughout the school day.
- Respond to and prevent violations of school rules and guidelines as described in the student handbook.
- Communicate with administration about the behavior of students, notify appropriate school administrators of situations which require immediate attention.
- Assist in performing minimal clerical duties on an as needed basis.
- Assist with escorting students on an as needed basis.

*An Equal Opportunity Employer*

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- Perform other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Moderate degree of physical stamina with occasional lifting of up to 25 pounds. Ability to move freely to various locations within the office and school settings. Frequent standing, walking, sitting, and bending.

Interested candidates should upload all materials into Applitrack. A letter of interest, resume detailing educational background and experience, and letters of reference should be submitted.

**ON-LINE APPLICATION LINK:**

<http://www.applitrack.com/pekinhigh/onlineapp/>

*June 15, 2023*



## WHY JOIN THE PCHS TEAM?

Our top-notch educators function as a large family, and our vibrant, positive culture is dedicated to the success of all students.

Our extensive programs and courses connect to the ever-changing world and prepare students for post-high school pursuits in college, training, careers, and military.

Various student programs serve our school and community while providing training for our students, including an in-house daycare/preschool for employees' children (ages 6 weeks through Pre-K), a restaurant within the school where you can have lunch or plan a cross-curricular culinary experience, an automotive program where you can have your car serviced, a graphic design class that can create your brochures or posters, and many more.

We are a 1:1 school, and we strive to offer the most effective technology to benefit instruction and ensure digital citizenship.

We offer support for teachers new to PCHS in the form of peer mentorships, instructional coaching, and a wide variety of professional development opportunities.

We are financially stable, consistently earning ISBE's highest financial profile recognition status.

*Learn more by watching our informational video and following PCHS on social media!*

<https://www.youtube.com/watch?v=3ASpAhkl7fc>

