



Job Title: Phone Caller

Description of Job: To maintain communication with school and parents. Majority of responsibility entails making phone calls to parents in regards to student attendance.

Performance Responsibilities: Must speak English and Spanish  
Minimal Computer skills  
Ability to document conversations

Reports to: Building Principal

Qualifications: High School Diploma or GED equivalent preferred  
Ability to communicate verbally in both English and Spanish

Terms of Agreement: Unity: 7:50-9:50 am  
Elementary Buildings: 8:30-10:30 am

Salary: \$13.53/hour

Hours: 2 hours per day

Please apply at [www.cicd99.edu](http://www.cicd99.edu) if you are interested in this position.

- Note: If you are in the District 99 Retirement Queue and did not attend workshops or perform other extra duties during the current school year, you may be ineligible for this position. Please contact your building principal for verification.