EXTERNAL VACANCY LIST

February 20, 2015
V.L. #15-01

Closing Date: Open until filled

ELIGIBILITY GUIDELINES FOR PRESENT EMPLOYEES OF THE ILLINOIS STATE BOARD OF EDUCATION:

Operations Employee: Employees who have performed satisfactorily for at least 6 months in their current assignment (or at the same administrative professional/subcategory level if employees have accepted a lateral appointment within the last six months) will be eligible to apply for Operations positions listed.

INSTRUCTIONS FOR APPLYING:

If you are interested in being considered for one or more of the vacant positions, you will need to download an official application at www.isbe.net/hr/Default.htm. Your set of application materials must contain the following:

1. AN ILLINOIS STATE BOARD OF EDUCATION APPLICATION WHICH MUST BE RECEIVED (NOT POSTMARKED) NOT LATER THAN THE CLOSING DATE(S) SHOWN ON THIS VACANCY LIST. THE APPLICATION MUST INCLUDE

   ● the position title(s) for which you are applying,
   ● the inventory number of each position applied for, and
   ● your social security number.

   No candidate recommended/approved for employment will be placed on the payroll until the SIGNED application is on file.

2. A cover letter which identifies how your training, experience, and/or coursework qualify you for this position.

3. A detailed resume, describing your education, training and experience.

4. A copy of your transcript(s) if the requirements of the position(s) for which you are applying require a degree(s). No candidate recommended/approved for employment will be placed on the payroll until the official/original transcript(s) is on file.
5. The “closing date” identified for each vacancy defines the date Human Resources will officially stop accepting applications and begin the screening/interviewing process leading to an employment recommendation. However, applications received after the “closing date” will be retained and may be considered if it has been determined the initial applicant pool did not produce a suitable candidate to recommend for employment.

Special Note: A faxed copy of required materials will be accepted as a temporary replacement for original materials. Materials faxed on the date identified as the closing date will be accepted up until the close of the work day, which is 5:00 p.m. Such faxed documents must be followed up and replaced by the original materials as soon as possible. The fax number for Human Resources is 217/524-0396.

Applicants will be contacted if an interview is to be scheduled. SHOULD AN APPLICANT HAVE A NUMBER OF APPLICATIONS PENDING WHEN APPOINTED TO A POSITION WITH THE ILLINOIS STATE BOARD OF EDUCATION, ALL SUCH APPLICATIONS WILL BE RESCINDED. However, if the applicant is a permanent employee of the agency and is selected for a lateral position, the lateral move will not rescind any pending applications for promotional positions.

Submission of an application/letter of interest for one or more vacancies will indicate that applicants understand and agree to appropriate screening procedures, validated typing scores, job simulations, interviews, reference checks, etc., as required by the Illinois State Board of Education.

BACKGROUND CHECKS

The Illinois State Board has implemented the practice of using the services of an outside vendor to run a background check on any/all external applicants recommended for employment. Each applicant invited to an interview will be asked to sign a release that identifies the applicant is aware, and approves the agency to secure the background check, should the applicant be recommended for employment by the hiring administrator. Refusal to sign the release will result in the termination of consideration of the applicant.

Salary Policy

The salary identified for a specific vacancy is either step 1 of the assigned salary lane or the minimum of the assigned salary range. The agency's policy regarding applicants not currently employed by the agency is to employ new staff at such entry levels unless sufficient evidence is provided by the recommending authority to consider a higher rate.

The Illinois State Board of Education is an equal opportunity/affirmative action employer. If you require a special accommodation in order to participate in the application or interview process, please call the Human Resources Department at 217/782-6434 or TTY 217/782-1900.

Notice to Applicants of Professional Positions

Based on an agreement reached between officials of the Illinois Teachers' Retirement System and the Illinois State Board of Education, effective January 1, 1995, all new employees hired by the Illinois State Board of Education to fill professional positions shall contribute to the Teachers' Retirement System.
SPRINGFIELD

MANAGEMENT OPPORTUNITY

DIVISION SUPERVISOR: Inventory #1400 – Data Analysis Division – Springfield Office
MONTHLY SALARY: Salary commensurate with education and experience.
DUTIES: Reporting to the Division Administrator, is responsible for ensuring that districts receive efficient and effective support for reporting accurate and timely data to the state, including through continued elimination of redundant, outdated or conceptually flawed data collection. This individual is also responsible for ensuring that tools are in place for timely completion of legislatively mandated reporting, other required reporting, and data requests. Collaborating with others reporting to the Chief Performance Officer, and the Division of Information Technology, the Division Supervisor will also ensure that data quality is monitored and actively managed in source systems. Specific duties include: builds and manages an annual plan for legislatively required reporting and other required reporting. Collaborates with Division of Information Technology to minimize reporting burden on districts and serves as content expert for data collection systems. With the Division of Information Technology, actively manages suite or reporting applications, seeking to minimize the number and complexity of applications and the cost of their maintenance. Establishes and maintains a calendar for data collection. Develops and implements an annual communications plan and tracking tool for district use so that districts can easily understand and track progress on required data collection activities. Develops and maintains ticketing systems for data requests and district inquiries. Ensures that the request queue is actively managed, troubleshooting frequent requests and ensuring high quality customer service to districts and other division clients. Manages fulfillment of data requests for both research and Freedom of Information Act (FOIA) purposes. Maintains a web portal for ISBE data that minimizes staff time for maintenance and maximizes transparency for data. Ensures that publicly reported data are compliant with Family Education Rights & Privacy Act (FERPA) and other regulations. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Information Technology or Business Administration or a Bachelor’s Degree in one of these fields plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS AND PROOF OF CERTIFICATION REQUIRED.)

EXPERIENCE REQUIRED: Five years of experience with business process analysis and project management; three years of experience managing teams in a data/analytic function either as direct supervisor or as project manager with decision making responsibility; experience leading major projects or initiatives in a complex organization; experience with streamlining and systematizing processes; experience training and building staff capacity around data management required. Two years of research experience preferred; experience in K-12 educational research preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Familiarity with educational assessment, student achievement, and demographic data; proven ability to build partnerships with school district users, IT service providers and other agency departments; proven ability to plan and lead complex projects to deliver results on time; strong track record of delivering process improvements; ability to manage multiple priorities with tight deadlines; excellent organizational and communication skills; strong team-building and collaboration skills with a diverse set of colleagues and stakeholders; high degree of motivation and professionalism in complex environments.
PROJECTS ADMINISTRATOR: Inventory #’s 1485 & 1486 – Office of the Chief Performance Officer – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Chief Performance Officer, develops, maintains, monitors and reports on project plans across the Center for Performance; manages contracted work to ensure deliverables are timely and complete. Specific duties include: facilitates project teams through development of solutions to business problems; documents resulting solutions. Develops and maintains strong communication across project stakeholders and ensures appropriate decision protocols are followed. At the direction of the Chief Performance Officer, develops project charters and work breakdown structures for projects across the Center for Performance. Develops and maintains systems for collecting, summarizing and reporting progress against project plans. Identifies, tracks and develops solutions to mitigate risks to ensure on-time delivery. Creates and monitors project budgets; drafts Requests for Sealed Proposals and manages items through the public procurement process. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Business Administration, Management, Public Administration, or Management Information Systems plus two years of relevant professional experience or Bachelor’s Degree in one of these fields plus four years of relevant professional experience required. Candidates with degrees in other subjects may qualify with at least two years’ experience working as a project manager. Project management professional certification preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years’ experience developing and managing moderately complex project plans required. Additional experience working as a data analyst, business analyst, or programmer preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Proficiency with Microsoft Project and SharePoint; proficiency in Microsoft Office applications; excellent written and verbal communication skills; knowledge of project management principles and best practices; ability to work effectively on a team and ability to motivate and influence others required. Knowledge of education data systems or education data collection preferred; experience with data warehousing, data governance or data reporting software preferred; experience managing budgets and public procurement preferred.

PROJECTS ADMINISTRATOR: Inventory #1478 – Information Technology Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator, provides the day-to-day management of ISBE information technology related projects. Specific duties include: performs the role of a project manager and business analyst on major Information Technology (IT) projects. Creates and keeps current project schedules and conducts weekly project meetings. Ensures that projects are on schedule and project milestones are met, performing analyses and benchmarking progress towards the attainment of desirable goals. Identifies areas of potential project risk and recommends remediation. Manages, maintains, communicates, and distributes project status reports and dashboards. Provides direction to developers. Ensures all work products are compliant with ISBE development standards. Performs business intelligence and business analysis function for each project. Acts as the liaison between IT and the agency business units. Utilizes project management tools to track projects. Provides recommendations to IT management on major project decisions. Provides input on creation, versioning and maintenance of all ISBE framework software components. Performs research and testing for any and all new technologies that can be used for the ISBE development framework. Prepares materials in support of the needs of the IT steering committee. Assists with analysis of proposals submitted to the IT steering committee. Attends meetings regularly. Performs other duties as assigned.

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EDUCATION REQUIRED: Master’s Degree or a Bachelor’s Degree plus two years of relevant professional experience. Degree in Information Technology, Computer Science, Management Information Systems, Information Systems, Communications, or Business preferred; Master’s Degree preferred; Project Management Professional Certification preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED.)

EXPERIENCE REQUIRED: Project management experience required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to think logically to interpret problems and present results with clarity and precision both orally and written; ability to identify and evaluate alternatives for complex problem solutions in system design and resource allocation; ability to manage multiple projects simultaneously; ability to communicate effectively with peers, project team members and agency program area staff. Technical skills preferred include Visual Basic.Net, ASP.Net, Crystal Reports and SQL Server (Transact-SQL).

SENIOR HUMAN RESOURCES SPECIALIST: Inventory #54 – Human Resources and Labor Relations – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator, performs duties related to agency benefit programs, including processing and overseeing group insurance health/dental/vision insurance benefits, flexible spending and deferred compensation; establishes and maintains contacts with state agencies for the purpose of keeping apprised of present statutes and/or changes in administrative practices applying to benefit programs; coordinates, reviews and responds to insurance discrepancy reports; establishes, enacts, handles, researches, calculates and inputs agency payroll transactions by interpreting policy, contract language, fiscal procedures and state/federal regulations; processes docks and leaves of absence transactions; reconciles Central Management Services (CMS) transactions to Human Resources Management System (HRMS) transactions and makes adjustments as needed; establishes and maintains contact with Regional Offices of Education (ROE) officials regarding benefits; completes employment verification forms; participates in the screening of applicants; represents Human Resources on interview teams as assigned; prepares reports for Human Resources management as requested; handles sensitive and confidential information; establishes and maintains print and electronic filing systems; serves as the State Employee Retirement System (SRS) coordinator for the agency; serves as backup for staff person responsible for Workers’ Compensation and Teachers Retirement System (TRS). Specific duties include: coordinates and oversees CMS group insurance health/dental/vision benefits, flexible spending and deferred compensation; assists agency employees with insurance/payroll issues; establishes and maintains contact with CMS and benefit contractors; attends meetings with other state agencies or benefit contractors to be apprised of changes/updates; prepares forms and reports as requested and schedules seminars/in-service for employees during enrollment periods; reviews, analyzes and responds to insurance discrepancy reports and follows up with affected employees. Establishes, enacts, handles, researches, calculates and inputs agency payroll transactions by interpreting policy, contract language, fiscal procedures and state/federal regulations; processes docks and leaves of absence transactions, including receiving authorization from managers, verifying information and following up with management and/or timekeepers; reconciles CMS to HRMS transactions. Serves as the agency SRS coordinator and back-up to TRS and Workers’ Compensation coordinator; processes and provides reports for SRS and group insurance; maintains and processes employment verification requests and responses. Participates in new employee orientation as relates to payroll, group insurance health/dental/vision benefits, flexible spending and deferred compensation. Coordinates benefits choice insurance program. Participates in meetings where bargaining, grievances, discipline and/or labor relations are discussed. Participates in the application screening process; serves on agency interview teams as requested. Performs other duties as assigned.

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EDUCATION REQUIRED: Bachelor's Degree in Business or Human Resources Management plus two years of relevant professional experience. *(OFFICIAL/ORIGINAL TRANSCRIPTS AND PROOF OF CERTIFICATION REQUIRED.)*

EXPERIENCE REQUIRED: Two years (in addition to education requirements) of progressively responsible experience involving benefits administration; experience working with the State of Illinois health, dental and life insurance programs and the State Employee Retirement System (SRS) required. Experience working with the Teachers Retirement System (TRS) and Workers' Compensation preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Proficiency in Microsoft Excel and Word or comparable applications; knowledge of pre-tax benefit programs such as deferred compensation and flexible spending required. Experience working with bargaining unit agreements and/or working knowledge of CMS central payroll preferred.

BUDGET ANALYST: Inventory #1148 – Budget and Financial Management Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator, provides a variety of budget and fiscal management related documents; produces and distributes documents regarding agency budget development and administration; assists the Senior Budget Analyst with agency personnel plan, assists with analysis of budget and fiscal management issues of interest to the agency. Specific duties include: assists in budget and fiscal management services to comply with agency policy. Under general supervision, prepares various budget and fiscal management reports for division administrators and management including reconciling of monthly headcount and payroll transactions. Responds to information inquiries regarding agency budget and fiscal management personal services reports. Makes recommendations necessary to bring budget requests and expenditures into alignment with projections and priorities for the agency personal services reports and personal services appropriations. Under general supervision, monitors expenditures in different program areas and initiates transfers of funding in MIDAS (Management Information Database Accounting Systems) to ensure appropriations are fully expended in compliance with cost allocation and other state and federal rules and regulations. Under general supervision, completes the submission of the Public Accountability Report to the Illinois Office of the Comptroller. Assists the Senior Budget Analyst in the development, maintenance, and adjustments of the agency personal services appropriation to balance with both the state and federal appropriations. Assists Senior Budget Analyst in monthly payroll analysis for transfers to personal services appropriations. Assists in preparing confidential budget and personal service appropriation analysis to management for labor relations negotiations. Under general supervision, provides technical assistance to agency staff and management regarding budget and fiscal management policies, regulations, and personal services transactions. Participates as a team member to assist in establishing funding priorities and in the administration of state and federally funded programs statewide to ensure effectiveness in compliance with all applicable rules and regulations. Assists in team review of state and/or federal programs/grants. Under general supervision, writes, produces and distributes budget documents and forms to communicate and develop budget information internally and externally including, but not limited to, the agency’s annual report/budget book and business plans. Under general supervision, analyzes special budget issues as requested by the Division Administrator and upper management, including compiling information for Budgeting for Results, grant proposal budgets, legislative inquiries, legislative member initiatives, and other agencies and interested parties. Assists in the analysis of budget impacts of proposed legislation; assists with responses to inquiries from legislative staff, other agencies, and other interested parties. Performs other duties as assigned.

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EDUCATION REQUIRED: Bachelor’s Degree in Accounting, Finance, Public or Business Administration or a High School Diploma with a combination of four years of education, training and/or experience related to the duties of this position. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: A minimum of two years working experience with fiscal, auditing, or budgeting processes required. Experience with the state appropriation process and knowledge of State of Illinois budget forms and fiscal systems preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to meet timelines, prioritize multiple tasks; ability to work independently and with teams in a collaborative manner; ability to maintain confidentiality; comprehensive oral and written communication skills; proficiency in Microsoft Word and Excel required. Working knowledge of the state and legislative budgeting process preferred; knowledge of State of Illinois personal services process preferred.

INTERNAL AUDITOR, SENIOR: Inventory #918 – Office of the Chief Internal Auditor – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Chief Internal Auditor, performs complex professional duties in auditing State Board of Education programs and activities for determining compliance with federal and state regulations, for assessing risks and evaluating the adequacy of internal controls, and for reviewing the effectiveness and efficiency of operations. Specific duties include: serves and periodically takes the lead as a member of the Internal Audit team for assigned audits by determining risks and evaluating the control environment, developing audit objectives and scope, developing audit procedures, and performing tests of controls, in accordance with professional standards, legislative requirements, and policies and procedures. Compiles and writes detailed workpaper documentation of audit work performed, including conclusions, findings and recommendations. Drafts the Internal Audit Report if the lead on the audit. Responds to and provides adequate resolution to questions or issues generated during the workpaper review process. Aids in providing assistance to obtain documentation to be given to external auditors of the agency (Office of the Auditor General, federal auditors, state auditors) as needed. Performs system development audits as assigned. Prepares agenda, information to be presented, and participates in meetings held with ISBE staff discussing audit processes and findings, including entrance and exit conferences. Performs follow-up on audit findings to determine status of corrective actions. Provides technical assistance/consulting to management. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Accounting or Business, or a Bachelor’s Degree in Accounting or Business plus CPA, CIA, CISA or CFE Certification required. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED; PROOF OF CERTIFICATION REQUIRED IF APPLICABLE.)

EXPERIENCE REQUIRED: Minimum of two years of auditing or accounting experience.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to work independently; knowledge of risk and control concepts and internal audit requirements; ability to utilize computer based systems; familiarity with information systems control concepts; ability to travel on limited basis. Knowledge of federal compliance requirements preferred.

PRINCIPAL CONSULTANT: Inventory #1490 – Assessment and Accountability Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, provides leadership in the collection, evaluation, reporting and organization of statistical data obtained from statewide assessment and accountability systems as outlined in the Illinois Elementary and Secondary Education Act (ESEA) Flexibility/Accountability Workbook and in alignment with agency initiatives and goals.

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Specific duties include: prepares all required documentation related to ESEA Flexibility and Accountability including the Accountability Workbook; serves as agency liaison for federal accountability and ensures that the agency is informed of related changes to policy and procedure. Collaborates with other agency staff to complete reporting and to guarantee agency compliance with federal regulations. Analyzes legislative and agency accountability and assessment interests and initiatives and makes recommendations for policy initiatives toward the continual improvement of accountability systems; participates in internal and external teams and training related to assessment and accountability as directed. Assists internal and external stakeholders in understanding the many facets of educational accountability including the connection to broader agency initiatives and statewide goals; works with others to develop and implement strategies for using assessment and accountability data along with other pertinent data to work toward the improvement of schools statewide. Assists schools, districts, and others in the appropriate and effective use of accountability data through clear and consistent communication. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Education or a Bachelor’s Degree in Education plus two years of relevant professional experience, or a Master’s Degree in a research or policy field such as Statistics, Educational Measurement, Educational Psychology, or Policy Analysis with experience in the education field. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) working with education related data; experience creating written reports and making presentations to stakeholders; experience working as part of a team required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Excellent oral and written communication skills; knowledge of the data collection and assessment requirements of the Elementary and Secondary Education (No Child Left Behind) Act of 2001; knowledge of school data, data collection, data analysis and data interpretation for school improvement efforts; knowledge of concepts and principles related to large scale assessment and the relationship of large scale assessment to accountability; ability to create and interpret visual and written reports accurately portraying complex statistical data; understanding of basic research methodology; ability to develop and deliver effective presentations and associated materials using a variety of materials; ability to work well with others; proficiency in Microsoft Office Suite including Excel.

PRINCIPAL CONSULTANT: Inventory #1482 – Office of the Chief Performance Officer – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Supervisor, plays a key role in performance management for the agency; works closely with a portfolio of divisions and programs to provide support in strategic planning, compiling and analyzing data, and building performance management practices. Facilitates building a culture of performance/project management across the agency and with the center; works on preparing policy recommendations and analytic projects to guide policy recommendations. Specific duties include: compiles and analyzes quantitative and qualitative information related to ISBE projects, performance measures and outcomes. Facilitates performance management practices by creating tools and resources for strategic planning, measuring results, reviewing progress and making decisions. Supports Race to the Top initiative compiling performance metrics. Creates reports and presentations for center leadership, ISBE senior and executive leadership, agency divisions related to program performance and implementation status. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Public Policy, Social Science Research, Business Administration, Measurement and Statistics, Economics or Psychology plus one year experience in applied research, applied data analysis, performance management, process improvement or management consulting or a Bachelor’s Degree in one of these listed fields plus two years’ experience in one of the listed areas. Master’s Degree preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)
EXPERIENCE REQUIRED: Two or more years of utilizing advanced features of Microsoft Excel such as importing data, using functions, creating pivot tables, and creating a variety of graphs; two or more years of experience using Microsoft PowerPoint with competence in visual display of information; experience utilizing strong analytical and problem solving skills in an applied context required. Application of same in an education sector context preferred; experience with SAS or other statistical software preferred; prior experience in the education sector preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Strong communication and interpersonal skills including working with a variety of audiences and exceptional writing skills; demonstrated capacity for flexibility and capability of working on a variety of projects at one time; demonstrated capability for working on a team, working in a fast paced environment and motivating peers; strong organizational and project management skills required.

PRINCIPAL CONSULTANT: Inventory #’s 208 & 267 – Data Analysis Division – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, analyzes data collected from school districts for assigned ISBE program area(s), (e.g., special education, early childhood, nutrition, career and technical education). Conducts applied data analysis and applied research to inform policy making and program improvement. Creates reports and data files to ensure that ISBE completes statutorily required reporting. Specific duties include: conducts analyses and develops reports for specific ISBE program area, or on agency-wide initiatives. Collaborates with staff from assigned program area to determine analytic needs and guide program staff in the interpretation of data analysis. Contributes to program improvement through evaluation of programs and activities in assigned ISBE program areas using data collected at the state level and knowledge of statistical analysis and evaluation. Contributes to setting data standards on state-wide collections based on expertise and experience with data in assigned program area. Reviews, analyzes and summarizes policy relevant documents in order to provide the most relevant information to the agency's policy makers. Compiles special data-related assignments, reports, and activities. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Education, Social Science, Research, Public Policy, Political Science, Public Administration, Economics, Statistics, Mathematics, or Engineering or a Bachelor’s Degree in one of these fields plus one year of relevant education, training, and/or experience related to the duties of this position. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience analyzing data and writing reports; experience with data-collection instrument or system design; experience working with large data sets required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to use SPSS or SAS or other statistical analysis program; strong problem-solving and analytical skills; demonstrated written and oral communication skills, including the ability to communicate effectively with both technical and non-technical audiences; proficient in the use of Microsoft Office products required.

PRINCIPAL CONSULTANT: Inventory #453 – College and Career Readiness Division – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, provides leadership and consultative services to regional systems, LEAs and other entities to promote school reform and innovation in career and technical education. Plans, develops, sets standards and evaluates programs in business education; administers grants and contracts. Specific duties include: provides technical assistance and other support services to regional systems, administrative and instructional personnel.

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Monitors and evaluates career and technical education programs and grants through on-site visits and regular communication with clientele. Assists in the development of grant applications and ensures compliance with state and federal rules and regulations and fiscal and programmatic practices. Provides leadership to plan, develop and implement quality instructional programs in business, marketing and computer education with emphasis on integration and applications aligned with the Illinois Learning Standards and Industry/Technical Skill Standards. Reviews and recommends approval status of endorsement for Career and Technical Educator and endorsement for Provisional Career and Technical Educator applications in the program area. Serves as state advisor to teacher associations and student organizations affiliated with business, marketing and management. Provides leadership and consultative services to local and regional personnel for the development and implementation of effective and innovative practices leading to school reform and improved student achievement. Utilizes data collected for analysis and evaluation and provides assistance on implementing data-driven continuous improvement strategies. Develops Requests for Proposals. Administers grants and contracts. Assists in conducting research in the field of career and technical education. Prepares reports to meet evaluative, compliance and contractual requirements. Assists in the planning and implementation of in-service training sessions for regional system, school and agency personnel and other audiences as necessary. Collaborates in the delivery of professional development associated with improvement initiatives to institutionalize effective change processes, curriculum innovations and student improvement efforts. Initiates and maintains contact with internal and external resources, business/industry and labor representatives and other professional organizations related to assigned program areas in order to sustain and coordinate improved teaching and learning. Assists in the review of new and proposed state and federal legislation and rules and regulations; assists in the development of the state plan for career and technical education; recommends policy and procedures and prepares state and federal performance reports for career and technical education. Performs other duties of a comparable level or type as assigned.

EDUCATION REQUIRED: Master’s Degree in Education or a Bachelor’s Degree in Education plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) teaching in a career and technical related field and/or administrative experience at the K-12 level required. Experience with grants and budgets preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Must hold business, marketing and/or computer education teacher certification; ability to work in teams; ability to communicate effectively verbally and in writing to a variety of audiences; knowledge of general research and technology applications; travel required; ability to participate in staff development training and other meetings as requested or required.

PRINCIPAL CONSULTANT: Inventory #’s 81, 1080, 1081 & 1212 – Information Technology Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, performs project management analysis, design, programming and implementation of sophisticated web-based systems; maintains existing web-based systems and updates system documentation accordingly in compliance with agency mandates; communicates with end users to ascertain studies and plans to provide management with solutions to operational problems; provides expert technical assistance to other staff. Specific duties include: under general supervision, performs systems analysis/design, coding, implementation and documentation of sophisticated web-based systems in a large-scale web farm environment. Maintains existing web-based systems and updates system documentation in compliance with agency mandates.

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Communicates and consults with team members and end users as to system or information needs. Utilizes scientific methods, models, feasibility studies and plans to provide management with solutions to operational problems. Provides expert technical assistance to other division personnel. Acts as a project leader on team based assignments to determine what system development functions would be best completed by each team member. Performs other duties as assigned or required.

**EDUCATION REQUIRED:** Must meet one of the following: Bachelor’s Degree in Information Technology (IT) or Computer Science; Bachelor’s Degree in any field plus two years IT experience/coursework in the last five years; Associate’s Degree in IT or Computer Science plus two years IT experience/coursework in the last five years. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

**EXPERIENCE REQUIRED:** Candidates must have a working knowledge of object oriented programming languages. Experience with Visual Studio .NET and programming languages such as VB.Net and ASP.Net, Transact SQL and Microsoft SQL Server or other relational databases is required. Experience with SharePoint, jQuery, Microsoft Business Intelligence tools, Javascript, HTML, CSS, XML and report writer software is preferred.

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**PRINCIPAL CONSULTANT:** Inventory #'s 83, 91, 863 & 1079 – Information Technology Division – Springfield Office

**MONTHLY SALARY:** Lane 4 – Minimum salary $3,946

**DUTIES:** Reporting to the Division Administrator, performs project management analysis, design, programming and implementation of sophisticated web-based systems; maintains existing web-based systems and updates system documentation accordingly in compliance with agency mandates; communicates with end users to ascertain studies and plans to provide management with solutions to operational problems; provides expert technical assistance to other staff. Specific duties include: under general supervision, performs systems analysis/design, coding, implementation and documentation of sophisticated web-based systems in a large-scale web farm environment. Maintains existing web-based systems and updates system documentation in compliance with agency mandates. Communicates and consults with team members and end users as to system or information needs. Utilizes scientific methods, models, feasibility studies and plans to provide management with solutions to operational problems. Provides expert technical assistance to other division personnel. Acts as a project leader on team based assignments to determine what system development functions would be best completed by each team member. Performs other duties as assigned or required.

**EDUCATION REQUIRED:** Must meet one of the following: Bachelor’s Degree in Information Technology (IT) or Computer Science plus two years IT experience within the last four years; Bachelor’s Degree in any field plus three years IT experience/coursework in the last five years; Associate’s Degree in IT or Computer Science plus three years IT experience/coursework in the last five years. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

**EXPERIENCE REQUIRED:** Candidates must have a working knowledge of object oriented programming languages. Experience with Visual Studio .NET and programming languages such as VB.Net and ASP.Net, Transact SQL and Microsoft SQL Server or other relational databases is required. Experience with SharePoint, jQuery, Microsoft Business Intelligence tools, Javascript, HTML, CSS, XML and report writer software is preferred.
PRINCIPAL CONSULTANT: Inventory #1265 – Information Technology Division – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, implements, maintains, and manages servers including VSphere administration, account management, and resource permissions; network routers, switches (fiber and copper), filters, and firewalls; agency network drops; wireless network installation; Internet access and Internet services; and host connectivity and host account management. Insures data accessibility, security, and integrity for all agency applications. Functions as the technology support Disaster Recovery Plan (DRP) coordinator. Performs all necessary tasks that relate to a fully documented and tested disaster recovery plan. Assists in audits relating to backup and recovery procedures as well as the Disaster Recovery Plan; performs other duties as assigned. Specific duties include: assists in the identification, development, acquisition, implementation, and maintenance of computer software and hardware needed to provide an efficient, robust, and secure server farm that supports all agency computer based applications. Assists in the management, maintenance, and support of all VMware infrastructure including VSphere, Horizon View 5, virtual desktop anti-virus endpoints, and VMware SRM. May include travel to Chicago's disaster recover site. Functions as the technology support Disaster Recovery Plan (DRP) coordinator. Performs all necessary tasks that relate to a fully documented and tested disaster recovery plan. This includes ensuring that all offsite disaster recovery servers and equipment are fully operational. This also includes the daily monitoring of the jobs that copy production data to the disaster recovery site servers using replication software. Ensures that the written Disaster Recovery Plan is up-to-date on a quarterly basis. Defines procedures for disaster recovery tests, performs periodic disaster recovery tests and documents the results of these tests. Assists in audits relating to backup and recovery procedures as well as the Disaster Recovery Plan. Attends training sessions on disaster recovery planning when necessary. Designs, installs, and maintains wiring harness infrastructure for agency LAN and WAN and also any wireless networking infrastructure. Assists in the management of backup and recovery software/hardware, and other disaster recovery processes. Is responsible for patch management of agency servers, share permissions, and maintaining technical documentation, monitoring storage usage, server performance, and storage reclamation; assists infrastructure team as needed with SharePoint and SAS administration, virtual machine and network share restores from backup systems. Performs other duties as assigned.
EDUCATION REQUIRED: Master's Degree in Computer Science or a Bachelor's Degree in Computer Science plus two years work experience in LAN design/deployment/maintenance, including experience with local area networks in a Microsoft-based environment and server virtualization. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)
EXPERIENCE REQUIRED: Minimum four years of VMware administrator experience with server deployment/maintenance including Windows server administration; experience with local area and wireless networks; experience with Microsoft-based servers running Windows 2003 Datacenter, Windows 2008 R2 Datacenter, and Windows Server 2012; experience with active directory; and experience with disaster recovery planning, testing, and implementation.
KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Must exhibit excellent oral communication skills; knowledge of data processing storage requirements; knowledge of enterprise class hardware and storage area networks, LAN-based and web-based software and hardware, VMware VSphere 5 and VMware Horizon View 5, Microsoft applications such as IIS, Active Directory, Exchange and SQL Server; must demonstrate a high level of interpersonal skills.
PRINCIPAL CONSULTANT: Inventory #’s 889 & 1083 – Information Technology Division – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, analyzes, designs, develops, implements and evaluates sophisticated computer-based systems in a client-server environment; maintains existing client-server based systems and updates systems documentation; communicates and consults orally and in writing with agency staff to determine needs and develop solutions; provides technical assistance to agency staff; participates in staff development activities to maintain and enhance professional skill levels; participates in agency project teams. Specific duties include: maintains existing client-server and main frame based systems and updates system documentation in compliance with agency mandates. Performs requirements analysis, general and detail systems design, data modeling, prototyping, coding, testing, documentation, implementation and evaluation of sophisticated computer-based systems for internal and external clients in a client-server environment. Communicates and consults both orally and in writing with management and clients to determine information requirements and develop solutions to operational needs. Serves as a team leader or member on systems development projects and agency project teams. Provides technical assistance, training and data dissemination to clients and other data processing staff. Participates in professional training courses and performs research to maintain and enhance professional skill levels. Performs other duties as assigned or required.
EDUCATION REQUIRED: Must meet one of the following: Bachelor’s Degree in Information Technology (IT) plus two years IT experience within the last four years; Bachelor’s Degree in any field plus three years IT experience/coursework in the last five years; Associate’s Degree in IT plus three years IT experience/coursework in the last five years. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)
EXPERIENCE REQUIRED: Must have recent client-server system design and computer programming. Development of windows-based applications utilizing object oriented programming languages such as Microsoft Visual Basic preferred; experience utilizing database management systems such as SQL Server or MS Access preferred; experience with report writers such as Crystal Reports preferred; experience with governmental accounting packages preferred.

PRINCIPAL CONSULTANT: Inventory #1355 – Information Technology Division – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, performs systems analysis/design, coding, implementation and documentation of sophisticated Business Intelligence systems in an enterprise level data warehouse environment. Maintains existing systems and updates system documentation in compliance with agency mandates. Communicates and consults with team members and end users as to system or information needs. Utilizes scientific methods, models, feasibility studies and plans to provide management with solutions to operational problems. Provides expert technical assistance to other division personnel. Acts as a project leader on team based assignments to determine what system development functions would be best completed by each team member. Performs other duties as assigned or required. Specific duties include: in conjunction with Database Administrator, works to optimize queries, Extract-Transform-Load (ETL) processes, reporting, multidimensional data cubes, data marts and Operational Data Store (ODS) performance related to Illinois Longitudinal Data System (ILDS). Develops, debugs, tests and maintains existing and new ETL processing using Transact SQL and Microsoft SQL Server Integration Services (SSIS). Develops and maintains reports based on multidimensional data cubes. Works with agency staff to monitor and troubleshoot nightly and other scheduled ILDS processing. Manages ILDS data model (physical and logical) and related data structures.

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Ensures structures meet State Core Model specifications. Ensures data integrity and operational requirements. Business Intelligence and related component design, maintenance and implementation for ILDS warehouse (ODS, Snapshots, data marts, ETL processes, cubes, reporting). In conjunction with Data Stewards, Database Administrator and other agency staff, manages the data dictionary for ILDS and related structures. Ensures data dictionary integrity and validity. Utilizes scientific methods, models, feasibility studies and plans to provide management with solutions to operational problems. Provides expert technical assistance to other division personnel. Performs other duties as assigned or required.

**EDUCATION REQUIRED:** Bachelor’s Degree in computer science field or an Associate’s Degree plus two years of recent training/coursework in current technologies and/or relevant experience. *(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)*

**EXPERIENCE REQUIRED:** At least two years of recent database development and data architecture experience on an enterprise level data warehouse; experience should include development of Business Intelligence (BI) processing using Microsoft SQL Server Analysis Services, including ETL processing using Microsoft SQL Server Integration Services (SSIS), multi-dimensional data cubes, report development. Development experience should include working knowledge of SQL Server, SSIS, SQL Reporting Services, Crystal Reports, Analysis Services, Microsoft Office, Transact SQL, Multi-dimensional Expressions (MDX), Data Mining Extensions (DMX), Extensible Markup Language (XML) and XML for Analysis (XMLA). Understanding of BI concepts and methodologies including: Storage Models (MOLAP, ROLAP, HOLAP), Data Mining, aggregation and (de) normalization. Project management experience preferred.

**KNOWLEDGE/ABILITIES/SKILLS REQUIRED:** Ability to think logically and correctly to interpret problems assigned; ability to communicate the results clearly to the end user in written, oral and graphical form; ability to assume a leadership role in project team assignments; ability to handle multiple projects at the same time.

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**SPRINGFIELD OR CHICAGO**

**PRINCIPAL CONSULTANT:** Inventory #’s 212 & 389 – Data Analysis and Accountability Division – Springfield or Chicago Office

**MONTHLY SALARY:** Lane 4 – Minimum salary $3,946

**DUTIES:** Reporting to the Division Administrator, analyzes data collected from school districts for assigned ISBE program area(s), (e.g., special education, early childhood, nutrition, career and technical education). Conducts applied data analysis and applied research to inform policy making and program improvement. Creates reports and data files to ensure that ISBE completes statutorily required reporting. Specific duties include: conducts analyses and develops reports for specific ISBE program area, or on agency-wide initiatives. Collaborates with staff from assigned program area to determine analytic needs and guide program staff in the interpretation of data analysis. Contributes to program improvement through evaluation of programs and activities in assigned ISBE program areas using data collected at the state level and knowledge of statistical analysis and evaluation. Contributes to setting data standards on state-wide collections based on expertise and experience with data in assigned program area. Reviews, analyzes and summarizes policy relevant documents in order to provide the most relevant information to the agency's policy makers. Compiles special data-related assignments, reports, and activities. Performs other duties as assigned.

**EDUCATION REQUIRED:** Master’s Degree in Education, Social Science, Research, Public Policy, Political Science, Public Administration, Economics, Statistics, Mathematics, or Engineering or a Bachelor’s Degree in one of these fields plus one year of relevant education, training, and/or experience related to the duties of this position. *(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)*

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EXPERIENCE REQUIRED: Two years of experience analyzing data and writing reports; experience with data-collection instrument or system design; experience working with large data sets required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to use SPSS or SAS or other statistical analysis program; strong problem-solving and analytical skills; demonstrated written and oral communication skills, including the ability to communicate effectively with both technical and non-technical audiences; proficient in the use of Microsoft Office products required.

PRINCIPAL CONSULTANT: Inventory #’s 1320, 1469 & 1470 – System of Support and District Intervention Division – Springfield or Chicago Office

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, provides technical assistance, support and monitoring for the fiscal and programmatic implementation of state or the federally funded Section 1003(g) School Improvement Grant; works individually and/or participates as a member of a team to provide technical assistance, information, and other resources to assure district and school compliance with the provisions of applicable legislation; serves as a point of contact and liaison with external educational service agencies and professional groups. Specific duties include: provides technical assistance, support and monitoring for the fiscal and programmatic implementation of state or the federally funded Section 1003(g) School Improvement Grant, individually or as a member of a team. Reviews federal and state fiscal and programmatic budgets/documentation, including new applications and/or amendments. Prepares for and conducts desk and onsite monitoring of grantees to ensure compliance with state and/or federal laws and regulations and program guidelines. Prepares accurate and comprehensive written monitoring reports to verify grantee compliance with requirements and/or makes appropriate recommendations to improve overall grantee implementation after collecting data through interviews, district and school program file audits, reports and onsite observations. Assists in the planning, implementation, and coordination of division activities including program quality enhancements, data storage and retrieval, internal and external communication, budget analysis of pending or proposed legislation, and makes recommendations in these areas to the Division Administrator as appropriate or as required. Serves as a liaison or agency representative to other program areas within ISBE, along with external stakeholders as needed. Conducts, participates in, and provides prepared materials for workshops, conferences, committees and taskforces. Participates in division, agency, and other training activities to improve collective and individual knowledge, skills, and abilities. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Education or education field or a Bachelor’s Degree in Education or education field plus two years of relevant professional experience. Master’s Degree in Education preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years’ experience (in addition to education requirements) working as a teacher, administrator, or in a consulting capacity required. Experience working with schools serving at risk populations preferred; experience with the design and delivery of professional development preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of successful strategies for district and school improvement processes; ability to effectively present complex information to lay and professional audiences in a variety of settings; ability to work with diverse teams; ability to define and solve complex problems; ability to coordinate and manage projects; ability to set schedules and meet timelines; ability to communicate effectively in writing and in speaking to a wide range of internal and external stakeholders; skills in using Microsoft Office programs required. Must have a valid Illinois Driver’s License and ability to travel statewide. General knowledge of state and federal district budgeting process preferred; knowledge of federal and state laws pertaining to school improvement preferred; knowledge about strategic planning, research methodologies, evaluation, organizational development and/or adult learning preferred.
PRINCIPAL CONSULTANT: Inventory #’s 491 & 497 – English Language Learning Division – Chicago Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, conducts onsite monitoring visits of school districts to assure compliance with state and federal law(s), rules, and/or regulatory provisions; compiles and analyzes data to write complete compliance monitoring reports, including corrective recommendations as necessary; drafts business correspondence, papers, research and data collection documents; reviews and approves state bilingual and Title III grant applications for funding; provides technical assistance to the field, consistent with best practices and in alignment with all applicable rules, regulations, and law as applicable to English language learners. Specific duties include: compiles and analyzes data to write complete compliance monitoring reports, including corrective recommendations as necessary; drafts business correspondence, papers, research and data collection documents. Schedules and conducts onsite monitoring visits (as assigned) of school districts to assure compliance with state and federal law(s), rules and/or regulatory provisions, including those districts receiving TBE/TPI (state) and/or LIPEP/IEP (federal) funding. Reviews and approves state bilingual and Title III grant applications for funding. Provides technical assistance to the field, consistent with best practices and in alignment with all applicable rules, regulations, and law as applicable to English language learners. Assists in the planning, execution, and coordination of division activities as related to TBE/TPI and Title III. Participates in division, center, and agency cross functional teams as designated by management. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree or Bachelor’s Degree plus two years of relevant professional experience; coursework in bilingual education, English as a second language, or applied linguistics required. Master’s Degree in Education preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) working in education, preferably in schools with a significant number of disadvantaged populations and/or language minority students (English language learners); experience writing academic and/or professional reports required. Experience conducting program auditing or monitoring preferred; background in special education and/or early childhood preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Familiarity with budget or grant administration and procedures; knowledge in conducting research and/or data analysis; knowledgeable about bilingual education practice and policy; ability to write, proofread, edit and finalize professional written work products for a variety of audiences; demonstrated ability to work independently with limited direction from management; solid time-management abilities to efficiently manage assignments and complete tasks meeting deadlines; proficient in Microsoft Word; excellent interpersonal skills; ability to problem solve; familiarity or understanding of Illinois School Code as it relates to English language learning. Proficiency in Spanish, Polish, Arabic, Urdu, Tagalog, Cantonese, Gujarati, Vietnamese, Russian, Mandarin or other high frequency language required.
Specific duties include: serves as a focused monitoring team leader and team member on focused monitoring reviews to local education agencies to ensure compliance with federal and state regulations, including analysis of data, onsite reviews, analysis of findings, preparation of reports with corrective action plans, and oversight of follow-up activities. Assists in the accomplishment of the division’s regulatory functions of general supervision, including conducting and providing technical assistance to educators, administrators, parent organizations, other agencies and the community on division initiatives, projects and requirements. Serves as the agency representative on and provides technical assistance regarding collection and reporting of data (such as early childhood, dropout, or post-school outcomes), including the development and implementation of activities associated with these indicators of the state performance plan. Participates in the development and ongoing review/revision of publications, documents and other materials that are required to carry out the division’s activities. Performs other duties as assigned, including participating in professional development activities to improve knowledge and skills.

EDUCATION REQUIRED: Master’s Degree in Special Education, Education, Educational Administration, or Pupil Personnel Services (School Counselor, School Psychologist, School Social Worker) or a Bachelor’s Degree in one of these areas plus two years of relevant professional experience. Teaching and/or Administrative Certificate preferred. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) providing education, special education, or pupil personnel services to students with disabilities in elementary and/or secondary schools within the last five years required. General experience working with students from diverse social and cultural backgrounds preferred; experience in a variety of educational settings preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Working knowledge of federal and state laws and regulations regarding students with disabilities; ability to communicate clearly verbally and in writing; knowledge of current issues and best practices in the field of special education; knowledge of methods, practices and procedures for serving students with disabilities in the least restrictive environment required. Knowledge of methods, practices and procedures for serving students with disabilities from diverse and cultural backgrounds preferred.

PRINCIPAL CONSULTANT: Inventory #1365 – Federal and State Monitoring Division – Chicago Office

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, will perform work ranging from moderate complexity applying practices and technical expertise in areas of accounting, audit, financial management and continuous improvement; as a member of a team, regularly coordinates monitoring programs with LEAs, ROEs, ISCs and other clients for the purpose of determining fiscal and programmatic compliance with applicable federal and state rules and regulations, agency guidelines and the enhancement of the quality of the programs. (This position will work in the city of Chicago.) Specific duties include: as a member of a team and regularly as the team coordinator: (A) initiates development of monitoring objectives and scope; (B) initiates development of the monitoring program or checklist; (C) reviews programmatic documentation to ensure compliance with state and/or federal laws, program regulations and guidelines for all types of state and federal education programs as assigned; (D) coordinates the teams monitoring work according to time budget; (E) compiles and writes detailed documentation for work performed including findings, conclusions and recommendations according to standards and assists others in same; (F) assists the monitoring team in completing the review; (G) develops and drafts findings; (H) performs quality control review of the teams work; (I) ensures adequate resolution of quality review questions; and (J) complies with professional standards. Suggests and participates in training opportunities to improve individual skills, knowledge and abilities.

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Assists in the planning and coordination of division activities including operational enhancements, data storage and retrieval, analysis of data and makes recommendations to the Division Administrator. Participates in workshops, conferences and task forces to disseminate information related to the monitoring function. Serves on project teams as approved by the Division Administrator. Performs other duties as assigned.

**EDUCATION REQUIRED:** Master’s Degree in Business Administration, Accounting, Auditing, Finance, School Business Management or School Administration or a Bachelor’s Degree in one of the above areas plus two years of relevant professional experience, or coursework which enables candidate to take the CPA examination in the state of Illinois plus two years of relevant professional experience.  

**(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

**EXPERIENCE REQUIRED:** Two years of experience (in addition to education requirements) in accounting, auditing, finance or business management in the compliance and regulatory environments.

**KNOWLEDGE/ABILITIES/SKILLS REQUIRED:** Comprehensive knowledge and demonstrated ability in accounting, auditing, finance, or financial management practices and procedures; demonstrated oral and written communication skills; demonstrated ability to define problems and apply problem solving techniques to complex issues; demonstrated ability working in compliance and regulatory environments; demonstrated ability and success in conducting multi-task assignments and meeting deadlines; must have basic knowledge of Microsoft Word; must be proficient in Excel; demonstrated ability in adhering to established policies and procedures. Valid Illinois Driver's License and extensive travel required. Knowledge of school business financial practices and procedures preferred.

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**PROGRAM SPECIALIST II:** Inventory #1471 – System of Support and District Intervention Division – Chicago Office

**MONTHLY SALARY:** Lane 2/Tier 2 – Minimum salary $2,438

**DUTIES:** Reporting to the Division Administrator, provides clerical support to the Division Administrator and professional staff of the division. Daily work includes gathering information and responding to inquiries, decision making, interpretation and application of agency and division policies and procedures. Specific duties include: provides clerical support to the division by finalizing a variety of correspondence, reports, and presentations; organizing and maintaining division files; responding to inquiries requiring general knowledge of program operations; assisting with division conference planning; scheduling appointments; making travel and meeting arrangements and preparing expense claims; maintains confidentiality for information related to personnel and division claims. Provides appropriate telephone coverage for the division; responds to inquiries for information or assistance and refers complex questions to appropriate professional staff; coordinates conference calls. Serves as a timekeeper for the division; generates weekly division itinerary. Creates, reviews, and maintains program data and forms; collects grant program and school information to create and maintain databases using Word, Excel, Access, and/or the grant tracking system; prepares database reports and tests for accuracy. Maintains and updates MIDAS (Management Information Database Accounting System) system; prepares vouchers, contracts, travel documents, and related reports and records. Routes HEAT (trouble ticket tracking system) tickets to appropriate staff, maintains HEAT ticket response log, and follows up on outstanding tickets. Opens, reads, sorts and distributes mail to appropriate staff. Orders supplies for the division. Serves as the Rising Star super user to create and manage accounts for ISBE users or other designated system users. Performs other duties as assigned.

**EDUCATION REQUIRED:** High School Diploma or equivalent required. College or technical training preferred.

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EXPERIENCE REQUIRED: Two years of progressively responsible secretarial or programmatic experience in an office setting involving typing, computer work and/or other specialized training. Experience using multi-line phone system.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of office practices and procedures; knowledge of personal computers and software packages with proficiency in Microsoft Word, Excel, and PowerPoint; working knowledge of grammar, spelling and punctuation; excellent communication, organization and interpersonal skills; ability to maintain confidentiality and professionalism; ability to create and maintain filing systems; ability to type 45 WPM (APPLICANTS WHO HAVE NOT PASSED THE REQUIRED TYPING WILL BE CONTACTED TO COMPLETE A TYPING TEST). Proficiency in Access preferred; Spanish bilingual preferred.

OTHER/REGIONAL ASSIGNMENTS

NORTH CHICAGO SUBURBS

PRINCIPAL CONSULTANT: Inventory #1411 – School Business Services Division – North Chicago Suburbs

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, provides specialized consultative services in the primary areas of finance and business services. (This position will work primarily in McHenry, Lake, Northern Cook, or DuPage County. Residency for this position is required within one of these counties to commence no later than 30 days following date of hire.) Specific duties include: provides technical assistance to Regional Offices of Education (ROEs), district personnel, other administrative entities, and agency staff using a variety of indicators (e.g., annual financial report data, financial assurance and accountability system data, financial profile information, etc.); serves as primary contact on financial matters related to cost analysis, business management, general facilities information (e.g., maintenance and capital issues) and budget development, including all aspects of revenues, (e.g., state aid, transportation, special education, vocational education, etc.), short and long-term debt expenditures and financial reporting. Conducts financial and trend analysis of school districts and other administrative entities, particularly financially distressed districts (e.g., oversight panel monitoring) to track their fiscal solvency and compliance with rules, regulations and generally accepted accounting procedures. Assists in the ongoing development, implementation and assessment of training, technological capacity and technical assistance procedures to assist ROEs, school district personnel and other administrative entities improve their financial management practices; recommends the development of broad, state-wide financial management and fiscal policies and procedures; makes recommendations for technological systems development at the division level. Functions as a team member and/or team leader for diverse agency, center, and division teams; coordinates fiscal, staffing and material resources to complete assigned projects; coordinates efforts with interdisciplinary team members for the completion of assigned projects for divisional activities; monitors projects and activities of team members; assists so that projects are on schedule and completed with assigned timelines. Collects and analyzes data and compiles reports for review, executive approval and implementation; applies technical expertise in areas of accounting and financial management to research, develop and implement project assignments; assists in the development of divisional information systems and the gathering of division planning data. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Accounting, Auditing, or School Business Management or Bachelor’s Degree in Accounting plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED.)

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EXPERIENCE REQUIRED: Two years of professional experience (in addition to education requirements) in accounting, auditing, or school business management.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resources allocation and project coordination involving teams; knowledge of school business financial practices and procedures; considerable knowledge of information systems is required; extensive knowledge of computers, database, and spreadsheet applications; demonstrated ability in accounting, auditing, and financial management; demonstrated oral and written communication skills; ability to define problems and apply problem-solving techniques to complex issues. Travel required.

NORTHEAST ILLINOIS

PRINCIPAL CONSULTANT: Inventory #671 – School Business Services Division – Northeastern IL

MONTHLY SALARY: Lane 4 – Minimum salary $3,946

DUTIES: Reporting to the Division Administrator, provides specialized consultative services in the primary areas of finance and business services. (This position will work primarily in Cook, DuPage, Will, or Kankakee County. Residency for this position is required within one of these counties to commence no later than 30 days following date of hire.) Specific duties include: provides technical assistance to Regional Offices of Education (ROEs), district personnel, other administrative entities, and agency staff using a variety of indicators (e.g., annual financial report data, financial assurance and accountability system data, financial profile information, etc.); serves as primary contact on financial matters related to cost analysis, business management, general facilities information (e.g., maintenance and capital issues), and budget development, including all aspects of revenues, (e.g., state aid, transportation, special education, vocational education, etc.), short and long-term debt expenditures and financial reporting. Conducts financial and trend analysis of school districts and other administrative entities, particularly financially distressed districts (e.g., oversight panel monitoring) to track their fiscal solvency and compliance with rules, regulations and generally accepted accounting procedures. Assists in the on-going development, implementation and assessment of training, technological capacity and technical assistance procedures to assist ROEs, school district personnel and other administrative entities to improve their financial management practices; recommends the development of broad, state-wide financial management and fiscal policies and procedures; makes recommendations for technological systems development at the division level. Functions as a team member and/or team leader for diverse agency, center, and division teams; coordinates fiscal, staffing and material resources to complete assigned projects; coordinates efforts with interdisciplinary team members for the completion of assigned projects for divisional activities; monitors projects and activities of team members; assists so that projects are on schedule and completed with assigned timelines. Collects and analyzes data and compiles reports for review, executive approval and implementation; applies technical expertise in areas of accounting and financial management to research, develop and implement project assignments; assists in the development of divisional information systems and the gathering of division planning data. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Accounting, Auditing, or School Business Management or Bachelor's Degree in Accounting plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED.)

EXPERIENCE REQUIRED: Two years of professional experience (in addition to education requirements) in accounting, auditing, or school business management.

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KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resources allocation and project coordination involving teams; knowledge of school business financial practices and procedures; considerable knowledge of information systems is required; extensive knowledge of computers, database, and spreadsheet applications; demonstrated ability in accounting, auditing, and financial management; demonstrated oral and written communication skills; ability to define problems and apply problem-solving techniques to complex issues. Travel required.

CONSULTANT: Inventory #1437 – Federal and State Monitoring Division – Northeast Illinois
MONTHLY SALARY: Lane 3 – Minimum salary $3,050
DUTIES: Reporting to the Division Administrator, assists team members or operates independently in the lesser complex districts, to monitor compliance with state/federal laws, program regulations and guidelines for all types of programs. (This position will work primarily in Northeast Illinois. Residency for this position is required within one of the following counties - Cook, Kendall, DeKalb, DuPage or Kane - to commence no later than 30 days following date of hire.) Specific duties include: as a member of a team, or independently, performs lesser complex districts reviews and assists colleagues in a higher scale level including: reviewing programmatic documentation to ensure compliance with state and/or federal laws, program regulations and guidelines for all types of state and federal education programs as assigned; compiling and writing detailed documentation for work performed including findings, conclusions and recommendations according to standards and assists staff colleagues in same duties; assisting the monitoring team in completing the review; developing and drafting findings; ensuring adequate resolution of quality review questions; complying with professional standards. Suggests and participates in training opportunities to improve individual skills, knowledge and abilities. Serves on project teams as approved by the Division Administrator. Performs other duties as assigned.

EDUCATION REQUIRED: Bachelor’s Degree in Accounting, Auditing, Finance, Business Administration, Business Management, or School Administration. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)
EXPERIENCE REQUIRED: Minimum of one year of auditing, accounting, or compliance experience required.
KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, or financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing or financial management; demonstrated oral and written communication skills; demonstrated ability to define problems and apply problem solving techniques for complex issues; demonstrated ability in spreadsheet and word processing software; must be proficient in Excel; must have a valid Illinois Driver’s License and ability to travel extensively.

NORTHWEST COLLAR COUNTIES

PRINCIPAL CONSULTANT: Inventory #1468 – Federal and State Monitoring Division – Northwest Collar Counties
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, will perform work ranging from moderate complexity applying practices and technical expertise in areas of accounting, audit, financial management and continuous improvement; as a member of a team, regularly coordinates monitoring programs with LEAs, ROEs, ISCs and other clients for the purpose of determining fiscal and programmatic compliance with applicable federal and state rules and regulations, agency guidelines and the enhancement of the quality of the programs.

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(This position will work primarily in Northwest collar counties of Illinois. Residency for this position is required within one of the following counties - Kane, DeKalb, or Boone - to commence no later than 30 days following date of hire.) Specific duties include: as a member of a team and regularly as the team coordinator: (A) initiates development of monitoring objectives and scope; (B) initiates development of the monitoring program or checklist; (C) reviews programmatic documentation to ensure compliance with state and/or federal laws, program regulations and guidelines for all types of state and federal education programs as assigned; (D) coordinates the team’s monitoring work according to time budget; (E) compiles and writes detailed documentation for work performed including findings, conclusions and recommendations according to standards and assists others in same; (F) assists the monitoring team in completing the review; (G) develops and drafts findings; (H) performs quality control review of the team’s work; (I) ensures adequate resolution of quality review questions; and (J) complies with professional standards. Suggests and participates in training opportunities to improve individual skills, knowledge and abilities. Assists in the planning and coordination of division activities including operational enhancements, data storage and retrieval, analysis of data and makes recommendations to the Division Administrator. Participates in workshops, conferences and task forces to disseminate information related to the monitoring function. Serves on project teams as approved by the Division Administrator. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Business Administration, Accounting, Auditing, Finance, School Business Management or School Administration or a Bachelor’s Degree in one of the above areas plus two years of relevant professional experience, or coursework which enables candidate to take the CPA examination in the state of Illinois plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) in accounting, auditing, finance or business management in the compliance and regulatory environments.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge and demonstrated ability in accounting, auditing, finance, or financial management practices and procedures; demonstrated oral and written communication skills; demonstrated ability to define problems and apply problem solving techniques to complex issues; demonstrated ability working in compliance and regulatory environments; demonstrated ability and success in conducting multi-task assignments and meeting deadlines; must have basic knowledge of Microsoft Word; must be proficient in Excel; demonstrated ability in adhering to established policies and procedures. Valid Illinois Driver’s License and extensive travel required. Knowledge of school business financial practices and procedures preferred.

SOUTHERN ILLINOIS

CONSULTANT: Inventory #1438 – Federal and State Monitoring Division – Southern Illinois
MONTHLY SALARY: Lane 3 – Minimum salary $3,050
DUTIES: Reporting to the Division Administrator, assists team members or operates independently in the lesser complex districts, to monitor compliance with state/federal laws, program regulations and guidelines for all types of programs. (This position will work primarily in Southern Illinois. Residency for this position is required south of Interstate 70 in Illinois to commence no later than 30 days following date of hire.) Specific duties include: as a member of a team, or independently, performs lesser complex districts reviews and assists colleagues in a higher scale level including: reviewing programmatic documentation to ensure compliance with state and/or federal laws, program regulations and guidelines for all types of state and federal education programs as assigned; compiling and writing detailed documentation for work performed including findings, conclusions and recommendations

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according to standards and assists staff colleagues in same duties; assisting the monitoring team in completing the review; developing and drafting findings; ensuring adequate resolution of quality review questions; complying with professional standards. Suggests and participates in training opportunities to improve individual skills, knowledge and abilities. Serves on project teams as approved by the Division Administrator. Performs other duties as assigned.

EDUCATION REQUIRED: Bachelor’s Degree in Accounting, Auditing, Finance, Business Administration, Business Management, or School Administration. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: Minimum of one year of auditing, accounting, or compliance experience required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, or financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing or financial management; demonstrated oral and written communication skills; demonstrated ability to define problems and apply problem solving techniques for complex issues; demonstrated ability in spreadsheet and word processing software; must be proficient in Excel; must have a valid Illinois Driver’s License and ability to travel extensively.