EXTERNAL VACANCY LIST

February 20, 2015
V.L. #15-07

Closing Date: March 6, 2015

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

PRINCIPAL CONSULTANT: Inventory #428 – Early Childhood – Springfield Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, provides technical assistance to agency staff, local education agencies and program administrators; reviews documents and conducts on-site visits of program to evaluate programs; serves as the primary contact for program administrators and assists with problems and questions regarding a particular program; reviews and recommends grant applications and amendments. Specific duties include: provides expertise in program areas which allows for effective program leadership, development and implementation in the area of early childhood initiatives. Reviews, negotiates and recommends disposition of project/grant applications and contractual agreements. Initiates and conducts on-site visitations of programs/projects for the purpose of determining compliance/non-compliance with applicable federal and state rules, regulations, etc.; monitors projects as implemented in comparison to original plan or approved proposal. Reviews monitoring reports and program improvement plans. Provides technical assistance and other support services for early childhood initiatives to school personnel by way of written and verbal communications as well as on-site visits. Participates in the development and/or revision of program guidelines, rules, procedures, etc. Initiates and maintains contact with external resources, agencies and professional organizations related to assigned programs. Performs other duties as assigned.

EDUCATION REQUIRED: Master’s Degree in Education, Early Childhood Education, or an early childhood development field or a Bachelor’s Degree in one of these fields plus two years of relevant professional experience. (OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)
EXPERIENCE REQUIRED: Two years of experience (in addition to education requirements) working in the field of early childhood required. Administrative or teaching experience in local school district or community-based early childhood programs preferred.
KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of best practices and procedures for developing and delivering early childhood and at-risk programs; ability to communicate well orally and in writing; ability to work well as a member of a team. Travel and public speaking required.

CHICAGO

PRINCIPAL CONSULTANT: Inventory #1323 – System of Support and District Intervention Division – Chicago Office
MONTHLY SALARY: Lane 4 – Minimum salary $3,946
DUTIES: Reporting to the Division Administrator, provides support services for the fiscal and programmatic implementation and monitoring of state or federally funded educational programs; provides technical assistance to districts and service providers in the Statewide System of Support, individually and/or as a member of a team of consultants; provides information and other resources to assure district compliance with legislation as it relates to the school improvement process; assists in the design and delivery of professional development; serves as a point of contact and liaison with external educational service agencies and professional groups. Specific duties include: individually or as a member of a team of consultants, facilitates, supports and monitors the continuous improvement processes for districts through the Statewide System of Support. Provides technical assistance, research, and other support services for continuous improvement in response to the needs of LEAs and external providers, through written and verbal communication and/or onsite visits as appropriate. Assists in implementing and monitoring state and federal grant programs for Title I school improvement according to state and federal accountability requirements.

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Assists in the planning, execution 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 task forces. Reviews federal and state fiscal and programmatic budgets/documentation. 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 of experience (in addition to education requirements) working as a teacher, administrator, or in a consulting capacity; experience with district and/or school improvement processes required. 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.