EXTERNAL VACANCY LIST

March 20, 2015
V.L. #15-09

Closing Date: April 3, 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.
PROGRAM SPECIALIST I: Inventory #1195 – Educator Licensure – Springfield Office
MONTHLY SALARY: Lane 2/Tier 1 – Minimum salary $2,298

DUTIES: Reporting to the Division Administrator, is responsible for data correction and updates to educator files; provides technical assistance to educators, Regional Offices of Education and institutions of higher education and supports processing of application and registration fees. Specific duties include: makes corrections to educator information, applications and fees per Regional Offices of Education, institutions of higher learning or internal staff direction/request. Scans and prepares for warehouse storage documents related to educator credentialing; updates educator files. Provides technical assistance to stakeholders relative to the Educator Licensure Information System. Performs other duties as assigned including, but not limited to, serving as back-up for fee processing.

EDUCATION REQUIRED: High School Diploma or equivalent required. Some college or technical training preferred.

EXPERIENCE REQUIRED: Two years of secretarial or programmatic experience in an office setting involving typing, filing, and computer work.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Working knowledge of office practices and procedures; ability to perform data entry; ability to type 40 WPM (APPLICANTS WHO HAVE NOT PASSED THE REQUIRED TYPING WILL BE CONTACTED TO COMPLETE A TYPING TEST).