EXTERNAL VACANCY LIST

May 22, 2015
V.L. #15-16

Closing Date: June 8, 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.
EXECUTIVE ADMINISTRATIVE ASSISTANT: Inventory #4 – Office of the State Superintendent – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Performs highly-skilled executive administrative assistant functions for the State Superintendent of Education. Specific duties include: performs confidential executive administrative assistant functions for the State Superintendent; prepares and processes a variety of correspondence utilizing various computer software applications and proofing same; represents and assists the State Superintendent through routine oral and written contact with other agency personnel, government officials, outside entities and the general public; processes fiscal documents, plans for organizational structure, program and policy/procedural recommendations, management reports, grievance decisions, personnel evaluations and other documents having an impact on collective bargaining and labor relation issues; exercises independent judgment in interpreting and releasing a multitude of correspondence routed through the Office of the State Superintendent. Coordinates and maintains the daily appointment schedule and coordination of agenda for the State Superintendent; prepares necessary materials for meetings and conferences; responds to various invitations and speaking engagements both verbally and in writing on behalf of the State Superintendent; schedules and prepares travel arrangements, prepares and maintains travel reimbursement and expense claims in the Management Information Database Accounting System (MIDAS). Coordinates the work flow to and from the Office of the State Superintendent, working with those subordinate to the State Superintendent to assure proper and timely completion of assignments, advising staff of any significant issues or revisions prior to final approval of the State Superintendent. Conducts special projects and assignments for the State Superintendent by researching and gathering information from a variety of sources and conferring with management and other agency staff to obtain necessary information. Confers with other government office representatives, school officials, businesses, and constituents, providing information concerning rules, regulations, methods, procedures, proper submission of documents, and provisions of statutes relating to the State Superintendent's responsibilities. Responds to inquiries for information from the General Assembly, businesses, various educational organization groups, United States Department of Education and the general public. Performs other duties as assigned by the State Superintendent.

EDUCATION REQUIRED: High School Diploma or equivalent required. Graduation from a secretarial or business college preferred.

EXPERIENCE REQUIRED: At least five years of administrative assistant experience providing direct assistance to executive level management; experience handling highly confidential and sensitive information; experience with multi-line phones, typing, filing and processing of various time sensitive documents; experience in proofreading documents for accuracy; proficient experience with computers, specifically Microsoft Word, Excel and PowerPoint.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of office practices and procedures; extensive knowledge of grammar, spelling and punctuation; excellent verbal and written communication skills; ability to problem solve and apply independent judgment; ability to interact with various levels of management and staff with a professional demeanor; ability to maintain confidentiality; ability to type 50 WPM (APPLICANTS WHO HAVE NOT PASSED THE REQUIRED TYPING WILL BE CONTACTED TO COMPLETE A TYPING TEST). Knowledge of agency programs, policies and procedures preferred.
CHICAGO

PRINCIPAL CONSULTANT: Inventory #423 – Special Education Services Division – Chicago Office

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

DUTIES: Reporting to the Division Administrator, is responsible for the development, implementation and evaluation of programs which impact on the services to students who have or are suspected of having a disability; monitors and approves programs; participates in the review and recommendation for approval of contracts, grants or projects; acts as a communication link between various public entities; provides programmatic consultation and assists in the overall division facilitation of activities for the purpose of improving educational programs. Specific duties include: assists in the administration of the public and nonpublic special education program system including evaluation and approval of facility applications; annual review and revision of the application forms and process; developing recommendations for improvements in the policies, procedures and rules for the program; and serving as a communication link and technical assistant resource to nonpublic facilities, school districts and others. Serves as team leader and team member on review visits to nonpublic special education facilities to ensure compliance with federal and state regulations, including analysis of data, development of investigative plans, on-site data collection, interviewing of personnel, analysis of findings, preparation of reports with corrective action plans and oversight of follow-up activities. Assists in the ongoing development and revision of the statewide public and nonpublic special education facility approval system through activities such as participation in planning meetings, development of concepts, recommendations for enhanced administrative procedures and completion of writing assignments. Serves as the agency representative on and provides technical assistance regarding collection and reporting of Adequate Yearly Progress (AYP) data including the development and implementation of activities associated with this indicator of the State Performance Plan. 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. 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 public or nonpublic elementary and/or secondary schools within the last five years required. Experience with nonpublic special education facilities preferred; 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 social and cultural backgrounds preferred; proficiency in Spanish preferred.