



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
www.isbe.net

Jesse H. Ruiz
Chairman

Rod Blagojevich
Governor

Christopher A. Koch, Ed.D.
State Superintendent of Education

EXTERNAL VACANCY LIST

Revised: September 21, 2007
V.L. #07-01

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

DIVISION ADMINISTRATOR: Inventory #861 – Center for Financial, Administrative & Shared Services: Fiscal Services Division - Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Chief Financial Officer, interprets and executes the policies and expectations of the State Board of Education as directed. Directs, oversees and administers programs, operations and staff within the division. Provides leadership and direction to the educational bodies throughout the state. Serves as a liaison between divisions and outside educational and professional institutions to share information or collaborate efforts for the benefit of the agency and education. Monitors the budget of the division. Specific duties include: oversees and directs the overall functions and programs of the division. Directs, monitors and evaluates the activities of division staff to ensure the application and direction of agency policies, state/federal guidelines and fiscal accountability. Represents and speaks on behalf of the State Board of Education to educational bodies, other state/federal agencies, committees, and the public concerning the interpretation and/or defense of agency policies, procedures or actions. Serves as liaison between division and other agency divisions, as well as between agency and other individuals and educational organizations to share information and collaborate efforts to improve programs and provide additional services. Develops and recommends policies, programs, procedures and standards to ensure compliance with new or revised legislation and/or to improve the effectiveness of program implementation. Develops and manages division budget including projecting expenditures and costs, monitoring conformance, authorizing expenditures and prioritizing use of discretionary funds. Establishes and coordinates the division's goals, activities and policies with all other agency divisions in order to meet the educational needs of the state. Completes special assignments, reports and activities upon the request of the Chief Financial Officer or Superintendent concerning particular need or interest for information or action. Responds to inquiries for information or complaints or crises regarding program administration; investigates the validity and takes appropriate action. As assigned, will serve as project manager for project teams. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Accounting or Business (MBA), or Certified Public Accountant (CPA), Certified Fraud Examiner (CFE) or Certified Internal Auditor (CIA) required. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of financial management or auditing experience. Governmental accounting experience is a plus.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to develop and interpret policies and procedures for the division.

DIVISION ADMINISTRATOR: Inventory #392 – Center for Teaching & Learning for All Children: Federal Grants & Programs Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Interprets and executes the policies and expectations of the State Board of Education as directed by the Assistant Superintendent; oversees and administers programs, operations and staff within the division; provides leadership and direction on federal grants to the relevant educational entities and programs throughout the state; serves as a liaison between divisions and outside educational and professional institutions to share information or collaborate efforts for the benefit of the agency and education; monitors the budget of the division. Specific duties include: plans, implements and manages a statewide system of support for designated status schools. Develops programs to review school and district improvement plans and monitors ongoing functions of the plans. Oversees and directs the overall functions and programs of the

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division; directs, monitors and evaluates the activities of division staff to ensure the application and direction of agency policies, state/federal guidelines and fiscal accountability and ensures that work is equitably distributed among staff. Oversees and trains staff in the reading, approving and monitoring of federal and state grants. Develops and manages division budget including projecting expenditures and costs, monitoring conformance, authorizing expenditures and prioritizing use of discretionary funds. Ensures that the budget is directly related to data and research for each program it funds. Budgets resources to ensure adequate capacity for all programs. Serves as liaison between division and other agency divisions, as well as between agency and other individuals and educational organizations to share information and collaborate efforts to improve programs and provide additional services. Identifies performance measures and baseline data and incorporates this information into business plans. Communicates performance of programs to fiscal and legislative staff in a timely manner for their annual inclusion in external legislative and fiscal communications. Reviews data from programs administered and published research in making policy recommendations. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree required. Master's Degree in Education or Educational Administration preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of administrative and supervisory experience in education required. Experience in working with web based applications and monitoring procedures required. Experience with federal and state formula, competitive grants and school improvement planning preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of and practical application of management skills; knowledge of successful strategies for school improvement and familiarity with federal and state education laws; good oral and written communication skills; excellent interpersonal skills; good negotiation skills.

DIVISION SUPERVISOR: Inventory #1274 – Center for Teaching & Learning Services for All Children: Student Assessment Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Oversees contracts for assessment testing, monitors contractors' work, creates and executes student assessment project work plans and revisions as appropriate to meet changing needs and requirements of testing contracts and state and federal expectations; identifies resources needed and communicates those needs to contractors and staff/administration. Assists in providing day-to-day coordination and supervision of professional and operations staff; evaluates the performance of staff. Specific duties include: initiates and coordinates day-to-day operational aspects of a project and scope. Monitors and minimizes exposure and risk on project. Effectively communicates relevant project information to administration. Assists in providing day-to-day coordination and supervision of professional and operations staff; coordinates, assigns and distributes work assignments to ensure compliance with necessary timelines. Evaluates the performance of staff including developing and monitoring goals, objectives and work assignments. Collaborates with teams to meet the project standards. Coordinates, under the direction of the Division Administrator, regular status meetings with contractors and division staff. Delivers well-organized status reports and project presentations. Coordinates assessment activities within the agency by developing an agency-wide project plan and coordinating the annual activities on an agency-wide basis. Coordinates with ISBE staff to assure project legal documents and billing are completed, signed and processed. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree or Bachelor's Degree plus two years of professional experience relevant to project management. Master's Degree in Business Administration or Public Administration preferred. Project Management Institute Certification preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

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EXPERIENCE REQUIRED: Multiple years of project management experience including managing complex projects. Multiple years of previous managerial/supervisory experience in an office setting preferred.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Must possess evidence of project management skills, including excellent command of MS-Project and use of accepted project management methodology (per Project Management Body of Knowledge Guide, or other generally accepted project management methodology). Familiarity with change management techniques; effective leadership and mediation skills; excellent communication skills in a fast-paced environment. Ability to establish and maintain successful working relationships with management and other employees.

DIVISION SUPERVISOR: Inventory #1069 – Center for Financial, Administrative & Shared Services: External Assurance Division – Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator of External Assurance, will provide day-to-day management of and supervision of professional staff; will assign work and evaluate the performance of staff; will provide technical assistance and leadership to staff; and, will implement ISBE Board goals and the division business plan. Specific duties include: supervises and evaluates the performance of professional staff, including implementation of relevant ISBE Board goals and division business plan. Supervises the on-site audit/monitoring schedule and visits. Develops and implements policies, procedures, forms, audit programs/monitoring instruments, work papers, audit coverage based upon risk analysis & statistical analysis, audit schedules and staff levels in support of the division business plan. Assists in the development of and maintenance of a division database/tracking system. Provides technical assistance to External Assurance professional and support staff, management and program staff within ISBE, and to external customers. Assists the Division Administrator with risk analysis to determine revenue source selection for on-site reviews. Directs the work of the peer review committee, including training and follow-up with individual professional staff. Develops and presents information about External Assurance (in written and oral format) to professional organizations and client groups. Supervises special audits/monitoring visits and performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Business Administration, Accounting, Education or a Bachelor's Degree in one of the above areas plus two years of relevant professional experience. Certified Public Accountant (CPA) preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of professional experience in Accounting, Auditing, Business Management or compliance monitoring. Multiple years of supervisory experience in a fast-paced office environment required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of accounting, auditing and financial management practices; knowledge of resource allocation and project coordination; knowledge of business financial practices and procedures; demonstrated ability in accounting, auditing and financial management; demonstrated ability in performing compliance activities in a regulatory environment; demonstrated ability to define problems and apply problem solving techniques to complex issues; demonstrated leadership skills; skills in word processing, spreadsheets and other commonly used computer applications.

PRINCIPAL CONSULTANT: Inventory #'s 91, 97 & 867 – Center for Financial, Administrative & Shared Services: Data Systems Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: 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: Bachelor's Degree in Computer Science or related 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 system design and computer programming experience on web-based systems; experience should include development of web-based systems utilizing Microsoft Visual Studio 6.0 and Microsoft Visual Studio.net, including database management systems such as SQL server and/or Microsoft Access; web application development experience should include working knowledge of ASP, HTML, Javascript, Crystal Reports, CSS, ASP.net., ADO.net and VB.net. XML, XSL, XSLT preferred. 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.

PRINCIPAL CONSULTANT: Inventory #365 – Center for Teaching & Learning Services for All Children: Data Analysis & Progress Reporting Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision, will conceptualize, design, conduct or collaborate on highly complex policy related research/evaluation studies to support the development of agency policy and decision making; will review, analyze and summarize policy relevant documents in order to provide the most relevant information to agency policy makers; will complete special assignments and activities as assigned. Specific duties include: conducts psychometric and complex statistical analysis using multiple methodologies on multiple data sets and files in order to determine the status of schools and districts related to AEWL, AWL, and AYP. Develops and implements complex statistical methodologies related to calculations for the school report card and provides the files and data layout for the entire report card process. Advises on the design of data collection instruments and complex statistical methods for research and policy studies, surveys to ensure effective gathering of information, quantitative and or qualitative, to meet agency needs. Compiles special assignments, reports, and activities upon the request of the Division Administrator, Assistant Superintendent, or State Superintendent. Reviews, analyzes, and summarizes policy relevant documents in order to provide the most relevant information to agency policy makers. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Educational Measurement and Statistics, or Educational Psychology (Ph.D. preferred), including multiple regression, test development, statistical analysis, and descriptive and inferential statistics. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

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EXPERIENCE REQUIRED: Multiple years of experience working with large databases, and in completing policy research studies.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Working knowledge of testing methodology and assessment issues, including IRT, equating, and DIF analysis. Ability to use SAS, SPSS, and do extensive computer programming.

PRINCIPAL CONSULTANT: Inventory #239 – Center for Teaching & Learning Services for All Students: Data Analysis & Progress Reporting Division - Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Reporting to the Division Administrator of Data Analysis & Progress Reporting, will conceptualize, design, conduct or collaborate in the conduct of highly complex policy related evaluation studies to support the development of agency policy and decision-making; will collect data/information, analyze and research, and summarize policy relevant data and documents in order to provide the most relevant information to agency policy makers; will complete special assignments and activities as assigned. Specific duties include: collects data and conducts complex analysis of data to provide interpretation of information to enhance agency decision-making. Writes and presents a variety of reports describing the findings of research studies, surveys and data collection. Reviews, analyzes, and summarizes policy relevant documents in order to provide the most relevant information to agency policy makers. Provides guidance on identifying unique and complex methodologies for application to a specific agency need. Advises on the design of data collection instruments for evaluation and research studies/surveys to ensure effective gathering of information, quantitative and/or qualitative, to meet the users' needs. Advises other agency employees as well as external sources concerning evaluation/research methods, survey development, etc. Compiles special assignments, reports, and activities upon the request of the Division Administrator, Assistant Superintendent or the State Superintendent. Performs other duties as required.

EDUCATION REQUIRED: Master's Degree in Educational Measurement or Statistics, Psychology, Research, or Sociology or a Bachelor's Degree in one of the above areas plus two years of relevant professional experience. Courses in Descriptive, Inferential and Multivariate Analysis required. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of experience in working with large data files, conducting/completing complex policy evaluation, or research/studies. Experience in using SPSS or SAS, Excel, Word, and Access.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of evaluation or research methods; policy development and analysis; ability to conceptualize, design, conduct or collaborate in the conduct of highly complex policy related research studies; ability to work with other staff; demonstrated skills in written and oral communication. Ability to use SPSS or SAS required.

PRINCIPAL CONSULTANT: Inventory #'s 1208 & 1233 – Center for Teaching & Learning for All Children: Curriculum & Instruction Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision, works toward the statewide implementation of the NCLB Reading First initiative. Specific duties include: provides technical assistance to Reading First schools and conducts routine site visits to LEAs and ROEs/ISCs. Works as a division team member in the implementation of the Reading First initiative. Initiates and develops promotional activities for Reading First. Develops and delivers professional presentations on behalf of ISBE and Reading First. Works with other division programs to align Reading First activities to other agency efforts. Participates in advisory committees on Reading First. Participates in professional development activities. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Education with a specialization in Reading required. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

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EXPERIENCE REQUIRED: Three years experience in teaching or administration in education. Experience in elementary education required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of current issues in the field of reading; outstanding verbal and written communication skills. Demonstrated expertise as a presenter or author; proficiency in Spanish or Polish preferred.

PRINCIPAL CONSULTANT: Inventory #1149 – Center for Teaching & Learning Services for All Children: Curriculum & Instruction Division – Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision, performs duties associated with the coordination and implementation of the Reading Improvement Block Grant (K-6) with primary responsibility for the management of the LEA formula grant; provides expertise in curriculum that supports student achievement relative to the Illinois Learning Standards; designs and delivers staff development on behalf of ISBE, and provides leadership and technical assistance associated with grants management. Specific duties include: develops, implements, and continually upgrades a comprehensive, strategic plan for successful administration of the Reading Improvement Block Grant (K-6) with primary responsibility for coordinating the formula grant cycle for LEAs. Collects and analyzes data relative to teaching and learning in reading as well as state-wide assessment data for the purpose of increasing student achievement in reading. Collaborates with Division of Curriculum & Instruction staff as well as staff in other divisions to align the activities of the Reading Improvement Block Grant to all applicable ISBE agency programs and activities. Initiates and coordinates various communication venues with LEAs, ROEs/ISCs, and other pertinent organizations for optimal implementation of the Reading Improvement Block Grant. Provides technical assistance, including conducting site visits to LEAs, ROEs/ISCs, and other pertinent organizations for the successful implementation of the Reading Improvement Block Grant. Participates in ongoing professional development. Initiates and coordinates agency activities related to external evaluations for the Reading Improvement Block Grant programs. Informs and consults regularly with the Division Administrator on the status and progress of the Reading Improvement Block Grant. Assembles and works with advisory committees for the Reading Improvement Block Grant. Maintains a current working knowledge of the Reading Improvement Block Grant including, but not limited to, legislative proposals, the Illinois School Code, the Illinois Administrative Code, and other state and federal reading initiatives. Assists with grants management of various programs including, but not limited to, developing requests for proposals, assembling qualified panels of grant readers, maintaining accurate master files, maintaining an electronic database, crafting award notification letters for appropriate signature, preparing correspondence, and initiating work related to contract preparation, as assigned by the Division Administrator. Participates in required staff meetings and completes assigned work by designated deadlines. Performs other duties as assigned by the Division Administrator.

EDUCATION REQUIRED: Master's Degree in Education with a focus in Reading Instruction and a minimum of a Reading Teacher Endorsement. (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: Three years of experience as a teacher or administrator in education; experience in elementary education required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of Illinois Learning Standards; knowledge of reading and school improvement; basic computer skills; ability to work effectively with diverse members of a team; excellent verbal and written communication skills; proficiency in Spanish or Polish preferred.

PRINCIPAL CONSULTANT: Inventory #'s 237 & 391 – Center for Teaching & Learning Services for All Children: Federal Grants & Programs - Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Provides services for the fiscal and programmatic implementation and monitoring of one or more state or federally funded education programs; reads and evaluates state and federal grant applications, participates as a member of a team of consultants providing technical assistance in the development, revision, and/or implementation of school improvement plans; provides information and other resources to assure school and district compliance with the provisions of NCLB and other applicable legislation; seeks to improve overall instructional quality; serves as a point of contact and liaison with external educational service agencies and professional groups. Specific duties include: assists in implementing and overseeing one or more state and federal funded grant programs and in enforcing Title I and state accountability requirements to ensure their effectiveness and assure school and district compliance with all programmatic and fiscal regulations as related to the No Child Left Behind Act (NCLB) and similar legislation; performs grant evaluation and reviews and approves original and amended grant applications. Individually or as a member of a team of consultants, implements and oversees the planning processes for school improvement activities through the Federal Grants & Programs Division; reads and evaluates the quality of school improvement plans required to be monitored by ISBE; assists schools and districts in the school improvement planning process; determines available resources for planning activities through state and federal resources under the NCLB guidelines. Provides technical assistance, research, and other support services in the area of school and instructional improvement in response to the needs of LEAs, ROEs, ISCs, and other agencies involved in providing support to Illinois schools through written and verbal communication and onsite visits as appropriate. Assists in the promulgation/revision of federal grants and programs and other ISBE rules and regulations and their implementation and oversight through technical assistance to ensure effective fiscal and programmatic management. Serves as liaison or agency representative to other program areas and divisions within ISBE, other state/federal agencies, program administrators, school district personnel, parents and community members, and other educational organizations to provide answers to their questions relevant to the No Child Left Behind Act and the ISBE programs relevant to that act. Conducts, participates in, and provides prepared materials for workshops, conferences, committees and task forces in order to disseminate information and to collect input for agency policy development, for guidance and other agency documents, and for the improvement of grant management processes. Reviews federal and state fiscal and programmatic documentation to determine implications for schools and districts, appropriate forms of compliance, and documentation requirements. Performs other duties of a comparable nature as required or assigned. Participates in division, agency and other training activities to improve collective and individual knowledge, skills and abilities. Assists in the planning, execution and coordination of division activities including program quality enhancements, data storage and retrieval, internal and external communication, budgeting analysis of pending or proposed legislation, and makes recommendations in these areas to the Division Administrator as appropriate or as required.

EDUCATION REQUIRED: Master's Degree in Education or a Bachelor's Degree in Education plus two years of professional experience in one or more of the following areas: reading, language arts, mathematics, curriculum development, program evaluation, assessment and/or staff development. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of experience in working as a teacher or administrator, preferably with significant numbers of children from a low socio-economic background or a minority population; experience in leading school improvement efforts and/or experience in the design and delivery of professional development activities for school personnel; experience in presenting to groups of professionals and lay people.

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KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of the school improvement basic process; basic knowledge of Microsoft programs such as Word, Excel, and Outlook; ability to work well as a member of a team; strong skills in writing and speaking to a wide range of groups; travel required.

PRINCIPAL CONSULTANT: Inventory #1114 – Center for Special Education & Support Services: Special Education Services Springfield Division - Springfield Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Reporting to the Division Administrator of Special Education Services Springfield, is responsible for the development, implementation and evaluation of programs which impact on the services to students who have or are suspected of a disability; monitors programs; participates in the review and recommendations for approval of contracts, grants or projects; acts as a communication link between various publics; provides programmatic consultation and assists in the division's overall accomplishment of activities for the purpose of improving educational programs. Specific duties include: assists in the coordination of the Surrogate Parent System, including participation in the development of administrative processes and procedures, the training and assignment of surrogate parents and the processing of stipends. Serves as the liaison between the Assessment Division and the Special Education Services Division to ensure compliance with state and federal regulations regarding student assessments/alternative assessment including the reviewing of district applications for 1% exceptions related to alternate assessment. Participates in the development and piloting of the alternate assessment. 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, complaint investigations and serving as a compliance review team member. Serves as the agency representative on and provides technical assistance regarding collection and reporting of assessment data including the development and implementation of activities associated with the assessment indicator of the State Performance Plan. Serves as the liaison between the Accountability Division and the Special Education Services Division to ensure compliance with state and federal education regulations as they apply to charter school application approval and operations. Performs other duties as assigned, including participating in professional development activities to improve knowledge and skills.

EDUCATION REQUIRED: Master's Degree in Special Education or Pupil Personnel Services or related services or a Bachelor's Degree in one of these areas plus two years of relevant professional experience. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years experience providing education, special education, pupil personnel services and/or related services to students with disabilities in elementary and/or secondary schools required; general experience working with students from diverse social and cultural backgrounds highly desired; and, 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 desired; knowledge of methods, practices and procedures for serving students with disabilities from diverse social and cultural backgrounds preferred.

CHICAGO

PRINCIPAL CONSULTANT: Inventory #'s 476, 1189 & 1283 – Center for Special Education Services: Special Education Services Chicago Division – Chicago Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision, responsible for the development, implementation and evaluation of programs which impact on the services to students who have or are suspected of a disability; monitors programs; acts as a communication link between various stakeholders and agencies; provides programmatic consultation; and, assists in the overall division facilitation of activities for the purpose of improving educational programs. Specific duties include: serves as team leader or team member on review visits to local educational agency programs to ensure compliance with federal and state regulations and the Corey H. settlement agreement including analysis of data, development of investigative plans, on-site data collection, interviewing of personnel and parents, and analysis of findings; preparation of reports with corrective action plans in a timely manner and oversight of follow-up activities. Provides research-based technical assistance to educators, administrators, parents, organizations, other agencies and the community on division initiatives, projects and requirements. Assists in the accomplishment of the division's other regulatory functions including complaint investigation, policy and procedures review, due process and others as necessary. Assists with the ongoing development and revision of the statewide compliance review system through activities such as participation in planning meetings, development of concepts and completion of writing assignments. Participates in professional development activities to improve knowledge and skills. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Special Education, Pupil Personnel Services or related services or a Bachelor's Degree in one of these areas plus relevant experience equivalent to a Master's Degree or a law degree with three years of experience in special education litigation. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Three or more years experience providing special education, pupil personnel services and/or related services to students with disabilities in elementary and secondary schools or, for applicants with a law degree, three or more years of experience in special education working with special education litigation; general experience working with students from diverse social and cultural backgrounds highly desired; 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 orally 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 desired; knowledge of methods, practices and procedures for serving students with disabilities from diverse social and cultural backgrounds preferred; second language proficiency preferred.

PRINCIPAL CONSULTANT: Inventory #'s 1286 & 1287 – Center for Teaching & Learning for All Children: Curriculum & Instruction Division – Chicago Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision, works toward the statewide implementation of the NCLB Reading First initiative. Specific duties include: provides technical assistance to Reading First schools and conducts routine site visits to LEAs and ROEs/ISCs. Works as a division team member in the implementation of the Reading First initiative. Initiates and develops promotional activities for Reading First. Develops and delivers professional presentations on behalf of ISBE and Reading First. Works with other division programs to align Reading First activities to other agency efforts. Participates in advisory committees on Reading First. Participates in professional development activities. Performs other duties as assigned.

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EDUCATION REQUIRED: Master's Degree in Education with a specialization in Reading required. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Three years experience in teaching or administration in education. Experience in elementary education required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of current issues in the field of reading; outstanding verbal and written communication skills. Demonstrated expertise as a presenter or author; proficiency in Spanish or Polish preferred.

CONSULTANT: Inventory #218 – Center for Financial, Administrative & Shared Services: External Assurance Division – Chicago Office

MONTHLY SALARY: Lane 3 – Minimum salary \$2,905

DUTIES: 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.

EDUCATION REQUIRED: Bachelor's Degree in Business Administration, Finance, Accounting or Auditing. *Accepting applications for December 2007 graduates.* **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: No work experience necessary.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing and 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 have a valid Illinois driver's license and ability to travel extensively; proficiency in Spanish or Polish preferred.

<p>PLEASE NOTE: The following position requires SPANISH LANGUAGE PROFICIENCY. Unless the cover letter or resume specifically confirms this, the application will not be considered for this position.</p>
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PRINCIPAL CONSULTANT: Inventory #491 – Center for Teaching & Learning Services for All Children: English Language Learning – Chicago Office

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under general supervision of the Division Administrator, performs duties related primarily to services to school districts with language minority students; provides technical assistance to school staff on meeting the needs of bilingual early childhood students; reviews programs for compliance with state and federal laws, rules and regulations and performs other duties related to the implementation of programs for English Language Learners; assists management in the administration of programs assigned to the division; participates and organizes meetings related to division activities; prepares or oversees the preparation of Requests for Proposals, reports, correspondence, papers and other documents; performs other functions related to classification as assigned by division or agency management. Specific duties include: reviews and approves grant applications and budget amendments; desk and

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site monitors programs for compliance with statutory and regulatory provisions. Provides training and technical assistance on bilingual early childhood education issues with emphasis on English Language Learner student achievement of the Illinois Learning Standards and the Illinois English Language Proficiency Standards; assists in the writing of grant applications and other support services to districts receiving state TBE/TPI and federal Title III funding by way of written and verbal communications and on-site monitoring visits. Develops Requests for Proposals, administers contracts and grants, and assists in the research and preparation of reports for evaluative, compliance and accountability purposes. Prepares reports for agency management and others as directed by agency management on all aspects of these programs; prepares correspondence on all aspects of the program. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Education or a directly related field such as Anthropology, Political Science, Psychology, or Sociology or a Bachelor's Degree in one of the above fields plus two years of relevant professional experience. A specialization in a relevant area such as Early Childhood, Curriculum Development, Policy Analysis, Research and Evaluation and/or Staff Development preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of teaching and/or administrative experience at the Pre-K-3 level working as a teacher, administrator or in a consulting capacity with schools, preferably schools with significant numbers of disadvantaged populations and/or English Language Learners; experience developing and implementing different types of programs; experience facilitating/leading change processes in educational settings; experience in writing Requests for Proposals; experience in research design and application to teaching and learning experience in the design and implementation and/or delivery of professional development.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Comprehensive knowledge of one or more areas related to providing services to early childhood English Language Learners; basic knowledge of general educational practice in addition to specialized knowledge in one or more of the above areas; basic knowledge of computers and keyboarding; ability to define problems and apply problem-solving techniques to complex issues; ability to coordinate the completion of projects and programs; ability to set schedules and timelines for interdisciplinary teams; ability to present complex information to both lay and technical audiences effectively in formal and informal settings; ability to coordinate, critique and edit work products of a diverse staff of technical and professional experts; ability to work effectively with diverse teams; **ability to speak Spanish required.**

OTHER/REGIONAL ASSIGNMENTS

KANE COUNTY

CONSULTANT: Inventory #666 – Center for Financial, Administrative & Shared Services: External Assurance Division – Kane County

MONTHLY SALARY: Lane 3 – Minimum salary \$2,905

DUTIES: This position will assist team members or operate 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 in the Kane County area of the state.) 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;

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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 Business Administration, Finance, Accounting or Auditing. *Accepting applications for December 2007 graduates.*
(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: No work experience necessary.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing and 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 have a valid Illinois driver's license and ability to travel extensively.

KANKAKEE

CONSULTANT: Inventory #1273 – Center for Financial, Administrative & Shared Services: External Assurance Division – Kankakee County

MONTHLY SALARY: Lane 3 – Minimum salary \$2,905

DUTIES: This position will assist team members or operate 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 in Kankakee County.) 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 Business Administration, Finance, Accounting or Auditing. *Accepting applications for December 2007 graduates.*
(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)

EXPERIENCE REQUIRED: No work experience necessary.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing and 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 have a valid Illinois driver's license and ability to travel extensively.

LAKE/NORTH COOK

CONSULTANT: Inventory #1275 – Center for Financial, Administrative & Shared Services: External Assurance Division – Lake/North Cook Counties

MONTHLY SALARY: Lane 3 – Minimum salary \$2,905

DUTIES: This position will assist team members or operate 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 in the Lake and/or North Cook County area of the state.) Specific duties include: as a member of a team, or independently, performs lesser complex district 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 Business Administration, Finance, Accounting or Auditing. *Accepting applications for December 2007 graduates.* (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: No work experience necessary

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing and 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 have a valid Illinois driver's license and ability to travel extensively.

SOUTH COOK COUNTY

CONSULTANT: Inventory #'s 651, 696 & 701 – Center for Financial, Administrative & Shared Services: External Assurance Division – South Cook County

MONTHLY SALARY: Lane 3 – Minimum salary \$2,905

DUTIES: This position will assist team members or operate 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 in the Southern Cook County area of the state.) 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 Business Administration, Finance, Accounting or Auditing. *Accepting applications for December 2007 graduates.* (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

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EXPERIENCE REQUIRED: No work experience necessary.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of accounting, auditing, and financial management practices and procedures; knowledge of resource allocation; demonstrated ability in accounting, auditing and 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 have a valid Illinois driver's license and ability to travel extensively.

ROCKFORD/LASALLE

PRINCIPAL CONSULTANT: Inventory #1248 – Center for Financial, Administrative & Shared Services: School Business & Support Services Division – Rockford/LaSalle

MONTHLY SALARY: Lane 4 – Minimum salary \$3,758

DUTIES: Under the supervision of the Division Administrator, provides specialized consultative services in the primary areas of school finance and business services. Specific duties include: provides technical assistance to Regional Offices of Education, district personnel, other administrative entities, and agency staff using a variety of indicators (e.g., annual financial report data, financial profile data, etc.); serves as primary contact on school 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 analysis and financial reporting. Conducts financial and trend analysis of school districts and other administrative entities, particularly financially distressed districts (e.g., Financial Oversight Panel monitoring, etc.), 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 regional superintendents, 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, department 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 within assigned timelines. Collects and analyzes data and compiles reports for review, executive approval and implementation; applies technical expertise in areas of 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. A working knowledge of school finance preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of professional experience 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 interdisciplinary teams and local school districts; 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.
