



Illinois State Board of Education

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www.isbe.net

Jesse H. Ruiz
Chairman

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State Superintendent of Education

EXTERNAL VACANCY LIST

September 21, 2007
V.L. #07-41

Closing Date: October 5, 2007

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 #168 – Center for Standards & Assessment: Data Analysis & Progress Reporting Division - Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Assistant Superintendent of Standards & Assessment, 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 on 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 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 Assistant Superintendent or State 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 assigned.

EDUCATION REQUIRED: Master's Degree in Educational Administration, Educational Psychology, Statistics, Research, Evaluation or Measurement required. Ph.D./ABD preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of experience working with data and reporting. Experience in managing budgets and personnel and effectively managing project timelines.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Working knowledge of federal and state education laws, especially the provisions of NCLB; ability to communicate both in writing and orally; knowledge of current issues and best practices in the areas of education research and data-based decision making processes; ability to analyze, interpret and use data.
