



Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001
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Jesse H. Ruiz
Chairman

Rod Blagojevich
Governor

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

EXTERNAL VACANCY LIST

June 15, 2007
V.L. #07-23

Closing Date: June 29, 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 SUPERVISOR: Inventory #1232 – Center for Teaching & Learning Services for All Children: Curriculum & Instruction Division - Springfield Office

MONTHLY SALARY: Salary commensurate with education and experience.

DUTIES: Reporting to the Division Administrator of Curriculum & Instruction, will assist in coordinating, implementing, and overseeing the day-to-day activities of staff related to the Reading First initiative. Specific duties include: assists the Division Administrator in coordinating the work assignments and activities of the Reading First professional staff. Assists the Division Administrator in developing and implementing a comprehensive strategic plan for progressive implementation of Reading First. Coordinates and ensures the delivery of necessary information to LEAs and ROEs/ISCs for the successful implementation of the Reading First program. In conjunction with the Division Administrator, supervises and evaluates Reading First staff. Assists the Division Administrator in preparing an annual state budget; reviews for approval all grant projects; prepares all contract authorizations for agency review and approval. Collaborates with other divisions to align activities to the agency related to Reading First. Coordinates statewide data collection efforts and coordinates statewide data analysis efforts for the purpose of program improvement. Coordinates and brokers ongoing Reading First professional development for teachers, administrators, paraprofessionals, early reading specialists, and ISBE Reading First team members. Attends and participates in professional development activities. Initiates and coordinates agency activities related to external reviews for Reading First. Completes and submits to USDE required reports, applications and amendments for Reading First. Informs and consults regularly with the Division Administrator on Reading First status and progress. Coordinates the Reading First grant cycle for LEAs and ROEs/ISCs. Monitors the Reading First database including LEA assessment, ROE/ISC services rendered data, and budget data. Works as a division team member for the improvement of students and staff in achievement of the ILS. Assembles and works with advisory committees for Reading First. Performs other duties as assigned by the Division Administrator.

EDUCATION REQUIRED: Master's Degree in Education required. Type 75 Administrative Certification preferred. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Five years of experience as a teacher or administrator in education. Experience in elementary education required. Experience supervising and evaluating personnel required. Experience planning and delivering professional development required.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Knowledge of scientifically based reading research and supporting instructional strategies; knowledge of Illinois Learning Standards; knowledge of school improvement planning; knowledge of NCLB; basic computer skills; ability to work effectively with diverse members of a team; excellent verbal and written communication skills; demonstrated ability to coordinate and/or lead a team effort; knowledge of effective professional development models.

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

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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.

CHICAGO

PRINCIPAL CONSULTANT: Inventory #1271 – Center for Teaching & Learning Services for All Children: Early Childhood - Chicago Office

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

DUTIES: Under general supervision, serves as a liaison to community-based organizations and programs serving language minority students; provides technical assistance to program staff and administrators of birth to three programs, including those in early childhood block grant programs and Even Start. Reviews documents and conducts on site visits of programs for evaluation purposes; serves as primary contact for program administrators and assists with problems and questions regarding early childhood programs; reviews and recommends grant applications and amendments, and provides leadership in educational issues involving children birth - 3 years of age. Specific duties include: provides expertise and leadership in the development and implementation of early childhood and family literacy initiatives for children ages birth - 3 years and their families. Reviews, negotiates and recommends disposition of project/grant applications and contractual agreements. Initiates and conducts on site visits for the purpose of evaluation and technical assistance. Assists in the planning and implementation of professional development on early childhood topics and initiatives. Participates in the development/completion of reports and surveys. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in Early Childhood Education or a Bachelor's Degree plus two years of relevant professional experience. **(OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED)**

EXPERIENCE REQUIRED: Multiple years of teaching or service delivery in urban programs serving families of children age birth - 3 years including early intervention, community-based preschool/child care, early head start, or family literacy programs.

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KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Proficiency in English and issues of cultural diversity, best practices and procedures of developing and delivering high quality early childhood programs for all children in a variety of settings; ability to work effectively with community-based organizations, including child care centers and family home child care providers, in planning and implementing early childhood programs. Ability to work as a member of a team, to think creatively and energetically about early childhood service provision across providers, ability to communicate effectively. Proficiency in Spanish preferred.
