



Illinois State Board of Education

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

Jesse H. Ruiz
Chairman

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

EXTERNAL VACANCY LIST

October 23, 2009
V.L. #09-36

Closing Date: November 6, 2009

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

PRINCIPAL CONSULTANT: Inventory #1005 – Center for School Support Services for All Schools: Educator Certification Division – Springfield Office

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

DUTIES: Reporting to the Division Administrator of Educator Certification, is responsible for the evaluation of applications for teacher, administrator, and school service personnel certificates and endorsements. Provides technical assistance to educational entities. Presents information to educational entities regarding educator certification. Specific duties include: analyzes applications for certification, endorsement and/or approvals based upon evidence submitted. Authorizes issuance or notifies applicant and regional superintendent of specific deficiencies. Requires input and retrieval of information from applicable database systems. Responds to written, telephone and personal communications regarding certificates, endorsements, or approvals which have been received from school administrators, applicants, other state departments of education, other Illinois state agencies, and higher education institutions. Solicits new information, clarifies previously supplied information and provides descriptions and explanations of ISBE actions and requirements. Provides highly complex professional, technical and analytical services to local schools, districts, regional superintendents, university faculty and applicants. Provides technical assistance to agency staff, external educational personnel, and education agencies through conferences, workshops and other meetings giving formal presentations and preparing written information. Makes recommendations to the Division Administrator regarding the development of certification rules, regulations and legislation. Makes recommendations for daily operational procedures to ensure accuracy, efficient processing and consistency for certification. Performs other duties as assigned.

EDUCATION REQUIRED: Master's Degree in a teaching field or business or a Bachelor's Degree in a teaching field or business plus two years of professional experience working with confidential documentation. Educator certification preferred. (**OFFICIAL/ORIGINAL TRANSCRIPTS REQUIRED**)

EXPERIENCE REQUIRED: Recent (last three years) experience employed in a P-20 setting, Regional Office of Education, or financial institution; multiple years of reviewing documents and basing decisions on the evidence presented.

KNOWLEDGE/ABILITIES/SKILLS REQUIRED: Ability to use computer to input and access online database information; well developed oral and written communication skills, especially excellent command of grammar; ability to present complicated material to varied audiences using PowerPoint and webinars; competency in Microsoft programs such as Excel.
