



CHICAGO PUBLIC SCHOOLS
WEEKLY PUBLICATION: JANUARY 27, 2010

THE

BULLETIN

INFORMATION FOR THE CHICAGO PUBLIC SCHOOLS

BULLETIN

The Bulletin, a weekly publication of the Department of Human Resources.

Ron Huberman, Chief Executive Officer - Barbara Eason-Watkins, Chief Education Officer

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Item 1: Welcome to the Internet

The Department of Human Capital is pleased to announce the accessibility of its Personnel Bulletin via the Internet: <http://www.cps-humanresources.org/Career.html> (Click on the link/button called "Personnel Bulletin"). All interested individuals can have direct access to the vacancies in the school system through the web. The web site provides a list of all teaching, administrative, and educational support vacancies advertised in the Personnel Bulletin, as well as the requirements and instructions on how to apply for the available positions. This information is updated on a weekly basis.

Item 2: New Bulletin Submission Instructions for JOB LISTINGS

If you have any unfilled positions you would like to advertise on the eBulletin, please call Ms. Rosa Franco-Trevino at (773) 553-2693, to request the form PERSONNEL BULLETIN TEMPLATE or E-mail the following information (Position Description) to: ebulletinpostings@cps.k12.il.us for the advertisement of the following positions:

TYPE OF ADVERTISEMENT	
Assistant Principal {42}: Administrative Grade _____ Teaching Assistant Principal [] or Freed Assistant Principal []	
<input type="checkbox"/> Counselor <input type="checkbox"/> Head Teacher <input type="checkbox"/> School Nurse <input type="checkbox"/> School Psychologist <input type="checkbox"/> School Social Worker	Teacher: <input type="checkbox"/> Regular {49} <input type="checkbox"/> Bilingual {55} <input type="checkbox"/> Options {54}

Cluster/Area or Site

School Name and Unit #

Address

City, State, Zip code, GSR #

Telephone Number

Fax Number

Grade or Subject

Certificate Requirements

Submit To: Principal

Other Information

The following procedures have been established for posting school based positions:

- The new deadline for hiring managers to submit positions for posting in the HC Personnel Bulletin will be Wednesday by 5:00 p.m. of the previous week for inclusion in the Bulletin scheduled for Wednesday of the following week. Any requests received after this deadline will be included in the following week's Bulletin.
- In order to allow adequate time for the administrative processing of resumes received for positions listed in the Bulletin, hiring managers will not receive copies of resumes submitted for their positions until 72 hours after the position posting deadline date. Requests to receive resumes prior to this time will not be accommodated.

◆ **For Central and Area Offices only:** The following procedures have been established for posting Administrators and ESP positions:

1. Request a PERSONNEL BULLETIN TEMPLATE to submit your information as a Microsoft Word Document. Complete the Position Description and Approval advertisement request forms for each position requested to be advertised and e-mail for **approval of the posting** to rbiegaj@cps.k12.il.us Richard Biegaj, Compensation Management. Approved Requests will be forwarded to Ms. Rosa Franco-Treviño in HC-RWFP for advertisement in the e-Bulletin.
 - **An original Position Description, Approval request with Signature, must be sent to Ms. Franco-Trevino, Department of Human Capital, Recruitment and Workforce Planning, 2nd Floor.**
2. The new deadline for hiring managers to submit positions for posting in the HR Personnel Bulletin will be Friday by 5:00 p.m. for inclusion in the Bulletin scheduled for Wednesday of the followings week. Any requests received after this deadline will be included in the following week's Bulletin. **Hiring Manager must obtain approval for posting from Compensation Management prior to submitting posting request to HC-RWFP.**
3. In order to allow adequate time for the administrative processing of resumes received for positions listed in the Bulletin, hiring managers will not receive copies of resumes submitted for their positions until 72 hours after the position posting deadline date. Requests to receive resumes prior to this time will not be accommodated.

If you have any questions, please call Ms. Franco-Treviño at (773) 553-2693.

◆ **Principalship Positions only:** The following information must be submitted for the advertisement of Principalship positions. **Please, request a PERSONNEL BULLETIN TEMPLATE to submit your information as a Microsoft Word Document** by calling Ms. Rosa Treviño, (773) 553-2693.

- Originals of the Position Description and Personnel Bulletin Advertisement Request forms with the signature of the **Local School Council Chairperson** and a copy of the **Notification** letter (if applicable) from the Local School Council to the current principal of the decision not to renew his/her contract must be mailed to the Office of Principals Preparation Development for approval.

Approved Request forms will be forwarded to Ms. Rosa Franco-Treviño in HC-RWFP for advertisement in the e-Bulletin. If you have any questions, please call Ms. Franco-Treviño at (773) 553-2693.

Item 3: Schedule for Advertisement of Principalship Vacancies

The following is the publication schedule and the dates the requests to advertise the principalship position vacancies must be in the Office of Principals Preparation Development:

Request Due in HR by the end of the business day	Bulletin Date	Request Due in HR by the end of the business day	Bulletin Date
August 19, 2009	September 2, 2009	March 10, 2010	March 24, 2010
August 26, 2009	September 9, 2009	March 17, 2010	March 31, 2010**
September 2, 2009	September 16, 2009	March 24, 2010	April 7, 2010
September 9, 2009	September 23, 2009	March 31, 2010	April 14, 2010
September 16, 2009	September 30, 2009	April 7, 2010	April 21, 2010
September 23, 2009	October 7, 2009	April 14, 2010	April 28, 2010
September 30, 2009	October 14, 2009	April 21, 2010	May 5, 2010
October 7, 2009	October 21, 2009	April 28, 2010	May 12, 2010
October 14, 2009	October 28, 2009	May 5, 2010	May 19, 2010
October 21, 2009	November 4, 2009	May 12, 2010	May 26, 2010
October 28, 2009	November 11, 2009	May 19, 2010	June 2, 2010
November 4, 2009	November 18, 2009	May 26, 2010	June 9, 2010
November 11, 2009	November 25, 2009	June 2, 2010	June 16, 2010

November 18, 2009	December 2, 2009	June 9, 2010	June 23, 2010
November 25, 2009	December 9, 2009	June 16, 2010	June 30, 2010
December 2, 2009	December 16, 2009	June 23, 2010	July 7, 2010
December 9, 2009	December 23, 2008*	June 30, 2010	July 14, 2010
December 16, 2009	December 30, 20089	July 7, 2010	July 21, 2010
December 23, 2009	January 6, 2010	July 14, 2010	July 28, 2010
December 30, 2009	January 13, 2010	July 21, 2010	August 4, 2010
January 6, 2010	January 20, 2010	July 28, 2010	August 11, 2010
January 13, 2010	January 27, 2010	August 4, 2010	August 18, 2010
January 20, 2010	February 3, 2010	August 11, 2010	August 25, 2010
January 27, 2010	February 10, 2010	August 18, 2010	September 1, 2010
February 3, 2010	February 17, 2010	August 25, 2010	September 8, 2010
February 10, 2010	February 24, 2010	September 1, 2010	September 15, 2010
February 17, 2010	March 3, 2010	September 8, 2010	September 22, 2010
February 24, 2010	March 10, 2010	September 15, 2010	September 29, 2010
March 3, 2010	March 17, 2010	September 22, 2010	October 6, 2010

*There is no publication of the Personnel Bulletin During Christmas Vacation	**There is no publication of the Personnel Bulletin During Spring Vacation	
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Item 4: Application for Leave to Attend a Conference or to Receive a University Degree

Q. Who can apply for a leave?

A. All CPS employees (including teachers, school-based ESP, Central/Area Office ESP, and administrators) with the exception of substitute teachers, retired teachers, and miscellaneous employees.

Q. How do I apply for a leave?

A. The following information must be submitted 4 weeks prior to attending a conference:

1. Completed Application for Leave to Attend a Conference (<http://www.cps-humanresources.org/Employee/Forms/Leaves/confapplication.pdf>)
2. Brochure/schedule describing the conference and the dates of the event (Dates of the event should be for scheduled work time. They should not include weekends, holidays, or vacation time)
3. How expenses will be paid for attendance at the conference
4. Teachers and educational support personnel must have their principal's signature. Principals must have the signature of their Area Instructional Officer. Citywide personnel must have the signature of their principal and supervisor.

Signatures must be obtained prior to event attendance.

Q. How do I submit my application?

A. Applications must be submitted to your supervisor for approval. Human Resources will no longer accept applications. Supervisors are responsible for notifying employees of application status. The school and/or department must retain copies of completed applications. Citywide personnel must submit the application to both the principal and supervisor for approval.

Q. How is my time submitted?

A. Once the application has been approved, the payroll clerk must enter the time reporting code CNF for the conference days. Schools must fund the cost of substitutes to provide classroom for classroom teachers who are approved for a conference leave.

Note: Except for teachers traveling with students on Board of Education of the City of Chicago approved activities and for parents traveling on Board of Education of the City of Chicago approved activities, individuals are expected to make their own arrangements and pay the costs, and then submit claims for reimbursements. Advanced payments from budget line funds will be issued only for activities that are approved by the Board of Education of the City of Chicago which involve trips taken by teachers who travel with students and trips taken by parents. A letter of funds will be advanced via a Chicago Public Schools warrant payable to the individual school or unit administrator who will be responsible for the management, control, and distribution of these monies. Student activity funds cannot be used as an accommodation/loan nor may they be used for advance purposes.

Item 5: Military Service Leaves

In compliance with Illinois School Code and a Resolution passed by the Board of Education of the City of Chicago on September 26, 2001, a leave of absence shall be granted to all officers and employees of the Chicago Public Schools who, as current members of Reserve components of the Armed Forces of the United States, are called to active duty by Executive Order of the Commander-in-Chief of the Armed Forces.

For the duration of such leaves of absence, officers and employees will be paid the difference, if any, between the amount of the officers' or employees' daily basic CPS salaries and the compensation paid such officers or employees for the performance of their military duty.

- All applications for such leaves must be accompanied by the official military orders to report to active duty.
- A pay voucher or a statement signed by the commanding officer substantiating the amount of compensation received for military duty must accompany the application.

If, for any reason, it is not possible to submit official military orders or pay vouchers with application, said orders and pay vouchers must be submitted to the Employee Services Unit of Human Resources as soon as possible (320 N. Elizabeth, First Floor, Chicago, IL 60607).

Employee Benefits

For up to 18 months from the start date of a leave for active military duty, medical and dental coverage will continue for employees on such leaves (and their covered dependents) who are enrolled in CPS group healthcare programs. Life insurance coverage will be extended for up to twelve (12) months and long-term disability coverage will be extended up to three (3) months from the start date of leaves for active military service.

Employees will not be required to pay medical premiums during the terms of military leaves. Payment coupons for Optional Life, Personal Accident, and Long-term Disability premiums will be sent to the homes of employees on military leaves on a bi-weekly basis. Premiums and voluntary benefit contributions will not be deducted from payroll checks.

Upon return to active employment with the CPS, employees whose active military leave extended beyond the established time limits for coverage will have such coverage immediately reinstated.

Contact Numbers

Employee Services 773-553-1142

Payroll Department 773-553-4729

Employee Benefits 773-553-2820

Item 6: Sec. 6-19 Distribution, Exhibition and Collection of Books, Maps and other Written Materials

No person shall be permitted to exhibit to teachers or pupils in any school building any book, map or other article, or to read or announce in any form an advertisement or a notice of an advertisement or to distribute on the school premises any books, tracts or other written materials, except in accordance with regulations. Authorized distribution may take place at designated entrances and exits of the school building, in the main office, in employee lounges, and other designated areas. Under no circumstances are such materials to be distributed during class time except in employee lounges and other designated areas. Distributors of such materials may in no manner delay or detain students, teachers, or other employees in the distribution of their materials except as incidental thereto. (Amended 12-16-81; 04-21-82)

No written materials, questionnaires or other articles shall be returned to or collected in the schools unless authorized by the General Superintendent of Schools. Procedures for the return or collection of authorized written materials, questionnaires and other articles in the schools shall be determined by the local school principal. (Adopted 04-21-82)

The General Superintendent of Schools shall be responsible for monitoring and enforcing the interpretation of these regulations established by school principals to govern the distribution, exhibition, return and collection of all materials. (Adopted 04-21-82)

Item 7: **Residency Policy**

On August 25, 2004, the Board of Education of the City of Chicago rescinded Residency Policy 01-0822-P02 and adopted a new Residency Policy (04-0825-P02) for all full-time employees of the Board of Education.

Below are frequently asked questions regarding the Residency Policy of the Board of Education. We hope that the answers to these questions will inform you on your compliance status with this policy. If you have additional questions, please contact Teacher Recruitment at 553-1045.

Why does the Board have a residency policy?

The Board believes that a policy requiring employees to reside within the city limits of Chicago best serves the educational and governmental purposes of the Board. Factors involved in the decision for adopting a residency policy include:

- Enhanced quality of performance of duties by employees who, as residents of the city, have an increased personal stake in the progress of the Chicago Public Schools and more awareness of conditions existing in the system.
- Employees residing in the city are more likely to have contact with community leaders and citizens through public school and community activities.
- Absenteeism and tardiness among employees will decrease.
- A residency policy benefits Chicago and the CPS economically through the payment of local sales tax and real estate taxes by CPS employees and educationally through the vested interest in the system by its employees.

Whom does the Board's Residency Policy cover?

All Board employee are covered by the Residency Policy, except for:

- 1) day-to-day substitute teachers
- 2) part-time employees
- 3) full-time provisional substitute teachers
- 4) individuals working in the Troops-to -Teachers program
- 5) interns working for the Board on a part-time or temporary basis
- 6) individuals participating in professional training programs designed to prepare participants for full-time employment as CPS educators or in Alternative Certification Programs

Must all employees hired on or after November 20, 1996, reside within the city limits of Chicago?

Yes. All employees hired on or after November 20, 1996, are required to be actual residents of the City of Chicago within six months of beginning employment with the Board.

Must employees hired before November 20, 1996 resides in Chicago?

No. All employees hired prior to November 20, 1996, who have remained continuously employed by the Board shall not be required to live within the city limits of Chicago regardless of whether such employees have moved into the city since November 20, 1996.

How does the Board define "continuously employed"?

The Board defines "continuously employed," as employment not interrupted by a break in service. A break in service refers to a loss of employment as a result of discharge, separation, and/or resignation not followed by rehire within one year. However, in accordance with the Reassigned Teachers policy, teachers whose positions were closed who secured full-time positions within two years following honorable termination from the system shall not be considered to have had a break in service for purposes of this policy.

What happens to an employee hired prior to November 20, 1996, who experiences a break in service after November 20, 1996?

An employee hired prior to November 20, 1996, who has had a break in service after November 20, 1996, will be required to reside in Chicago within six months after returning to full-time employment with the Board if not rehired within a year of experiencing the break in service.

What is meant by “residency”?

“Residency” refers to an employee’s domicile, the one actual place where an employee lives and has his or her true, permanent home to which, whenever he or she is absent, he or she has an intention of returning.

Are employees obligated to inform the Board of a new residence?

Employees must provide the Board with a Change of Address form within 60 days after changing residency. Notification to the Board of a change of residency shall be made using the procedures, forms, and documentation established and provided by the Department of Human Resources.

Where can employees obtain Change of Address forms and where should the forms be submitted?

Change of Address forms can be obtained at the local schools, downloaded from the Human Resources website (www.cps-humanresources.org), or picked up at the Staffing Unit of the Department of Human Resources. Employees are asked to complete all relevant sections, sign, date, and submit the original completed forms to the:

Department of Human Resources
Staffing Unit (GSR #125)

What happens to employees in violation of the Board’s Residency Policy?

The Board adopts a Warning Resolution against any principal or tenured teacher found to be in violation of the residency policy. Such individuals will be notified that they are subject to discharge if they fail to reside in Chicago within six months of receiving notification of the Warning Resolution. Those failing and/or refusing to comply with the Warning Resolution will be subject to discharge.

Similarly, all Board employees, other than tenured teachers and principals, subject to the Board’s residency requirements who violate the residency policy, shall receive a written warning signed by the Chief Executive Officer indicating that the employees may be discharged if they fail to establish residence in Chicago within six months after receipt of the warnings. Again, failure or refusal to comply with the written warnings will subject employees to discharge.

NOTE: Any Board employee who intentionally provides (or provided) falsified documents and/or residential address to avoid the requirements of this policy shall be subject to immediate discharge without the need for a written warning.

Are employees in special needs positions automatically exempt?

No. Employees hired on or after November 20, 1996, working in positions in assessed special needs areas must continue to work in those positions to be exempt from the policy. In the event, such an employee no longer works in such a position or the area is no longer assessed as a special needs area, the employee must establish residency in Chicago within six months of the start of the school year immediately following the change in position or re-assessment of area.

Can hardship exemptions to live outside the City of Chicago be obtained?

No.

Can employees apply for and receive extensions to the six-month grace period for establishing residency within Chicago?

No.

Item 8: FTBs and FTPs Evaluation of Transcripts has been Discontinued

Effective May 1, 1997, the State Board of Education discontinued the evaluation of transcripts for Full Time Basis Substitutes and for Full Time Provisional. An approved teacher education program will be required in order to acquire a standard teaching certificate. If additional information is needed, please contact the Department of Human Resources at (773) 553-2690.

Item 9: Legislative Changes Made by Illinois State Board of Education

Effective July 1, 2004, the Illinois State Board of Education amended the rules governing *teacher certification*, *recertification*, procedures guiding assignment to teaching positions, and criteria used for determining *highly qualified* status under the No Child Left Behind (NCLB) Act.

The purpose of this correspondence is to notify Chicago Public School Teachers that these changes have been made and to urge teachers to log onto the appropriate websites to learn more about the new policies and procedures.

One of the more significant changes expands the criteria for teachers to be deemed *highly qualified*. In addition to previously established criteria, teachers must now be endorsed (or have the coursework equivalent) in a particular subject area to be considered *highly qualified* in that subject area.

More detailed explanations are available by logging onto the following websites:

- www.isbe.state.il.us/nclb/
- www.isbe.state.il.us/certification/default.htm

Regarding certification and recertification guidance from CPS, please contact the Professional Development Unit's Assessment and Compliance team at renewcert@cps.k12.il.us.

Item 10: Procedures for PSRP NCLB Annual Salary Increase

Through agreements between the Chicago Teachers Union (CTU), Public Service Employees Union (PSEU) and the Chicago Board of Education, a one-time salary increase in the amount of \$1,000 is awarded to Paraprofessional and School Related Personnel (PSRPs) in selected classroom-based positions (see table below) who demonstrate they have earned an associate's degree or higher.

Through the same agreement with CTU, Teacher Assistants who have been in this title for at least 1 year are eligible to apply for an upgrade to Instructor Assistant provided they have earned at least 60 semester hours from a regionally accredited college or university. (Teacher Asst I would go to Instructor Asst I; Teacher Asst II would go to Instructor Asst II.)

**Titles and Grades Affected by NCLB
(must have 60 credit hours & HQ
Designation)**

**New Titles and Grades Reflecting the
\$1,000 Salary Increase per CTU/PSEU -
CBOE Agreement (must have associate's)**

School Assistant, GA1 (0462)
Teacher Assistant, GB1 (0463)
Special Ed Class Assistant, G04 (0464)
School Asst Bilingual Spanish I, GA1 (0474)
Teacher Asst Bilingual Spanish I, GB1 (0476)
School Asst Bilingual I, GA1 (0475)
Teacher Assistant Bilingual I, GB1 (0478)
School Library Asst, G06 (0531)
Teacher Asst – Montessori, G03 (2520)

School Assistant II, GA2 (0482)
Teacher Assistant II, GB2 (0483)
Special Ed Class Assistant II, GA4 (0494)
School Asst Bil Spanish II, GA2 (0484)
Teacher Asst Bil Spanish II, GB2 (0477)
School Asst Bilingual II, GA2 (0485)
Teacher Asst Bilingual II, GB2 (0479)
School Library Asst II, GC6 (0532)
Teacher Asst – Montessori II, GB3 (2519)

Instructor Assistant, G03 (3917)
Bilingual Special Ed Class Asst, G04 (0469)

Instructor Assistant II, GB3 (3920)
Bilingual Special Ed Class Asst II, GA4 (0495)

Only individuals working in one of the above-listed job titles in the left-hand column and possessing an associate's degree or higher from an accredited college or university are eligible to apply for a job title in the right-hand column and to receive the accompanying salary increase.

New and current employees seeking to apply for the ESP NCLB Annual Salary Increase must complete and submit an application to the Department of Human Resources' Employee Services Department.

Procedures for applying are as follows:

- Complete and file the form entitled Chicago Public Schools' Application for Review of Credentials for PSRP NCLB Title Upgrades.
- Submit an official copy of college transcripts from an accredited college or university to the Department of Human Resources' Employee Services Department.
- An application will only be considered when all official transcripts are on file with the Department of Human Resources' Employee Services Department and all sections of the application have been completed.
- At the time of filing transcripts and/or the application, the Department of Human Resources' Employee Services Department will issue, upon request, a date/time stamped photocopy of these documents. The employee should retain these photocopies for his/her records.
- Proper claim (the completed application and all official transcripts) must be made within 60 calendar days from the date of completing the degree coursework requirements in order for the effective date of the salary increase to be retroactive to the date of degree coursework completion.
- For claims submitted after 60 calendar days from the date of completing the degree coursework requirements, the effective date of the salary increase is the date on which the Department of Human Resources' Employee Services Department receives proper claim (the completed Application for Review of Credentials for PSRP NCLB Title Upgrades and all official transcripts). The Department of Human Resources' Employee Services Department will process the Application for Review of Credentials for PSRP NCLB Title Upgrades, submit a position change request in Oracle, notify the employee's principal and submit requests for retroactive salary increases to the Bureau of Payroll and Payables in cases where retroactive adjustments are necessary.

In the event that an employee in one of the upgraded job titles leaves their position, only a candidate possessing an associate's degree or higher may be staffed into the vacant position. If a principal wishes to fill the vacancy with an individual who does not possess an associate's degree or higher, the principal is responsible for submitting a request to Oracle to downgrade the position to a job title not requiring an associate's degree or higher.

Item 11: Relocation of the Illinois State Board of Education Division of Teacher Certification

Effective Monday December 20th, 2004, all applications for state certificates and endorsement will be processed through the Division of Teacher Certification located at the **James R. Thompson Center, 100 West Randolph Street, Suite 14-200, Chicago, IL 60601**. Office hours will be Monday through Friday from 10:00 a.m. to 4:30 p.m. For submission of documents and questions regarding teacher certification, please visit the Office at the above location or call at **312-814-8113**.

Item 12: IMPORTANT INFORMATION CONCERNING WINTER VACATION PAY (PLEASE POST UNTIL FEBRUARY 5, 2010)

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WINTER VACATION PAY CALCULATION IS COMPUTED FROM THE NUMBER OF DAYS AN ELIGIBLE EMPLOYEE WAS ON THE PAYROLL PERIOD MARCH 16, 2009 THROUGH OCTOBER 23, 2009, ACCORDING TO THE FOLLOWING FORMULA.

<u>from March 16, 2009</u>	<u>Days on Payroll Vacation Days</u>	<u>Number of Paid</u>
1 - 10	0	
11 - 20	1	
21 - 40	2	
41 - 60	3	
61 - 80	4	
81 - or more	5	

- In accordance with the provisions of the 2007-12 Agreement between the Board of Education of the City of Chicago and the Chicago Teacher's Union, a maximum of five days vacation pay will be granted eligible employees for both the Winter recess (December 21, 2009 through December 25, 2009) and the Spring recess (March 29, 2010 through April 2, 2010).

WINTER VACATION PAYCHECK DISTRIBUTION

1. Winter vacation pay will be paid as follows:
Teachers and E.S.P.: January 15, 2010 (Pay Period 1, 2010)
2. All non-52 week employees do not receive a separate check for winter vacation.
3. Winter vacation pay has been prorated over the entire 2009/10 school year.

WINTER VACATION PAY ELIGIBILITY

1. Personnel assigned to non-52 week employee categories who are full-time employees of the Board of Education at the time of the vacation period (December 21 through December 25, 2009) are eligible to receive Winter vacation pay for 2009 based on the formula outlined above. For a complete listing of eligible employee categories, please see **Appendix A** of this document.
 - Teachers assigned to eight-hour budgeted positions or six-and-one-quarter hour budgeted positions with authorized overtime, shall receive Winter vacation pay for the extended day or hours of overtime allocated to that position, in accordance with the provisions of the 2007-12 *Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union*
2. Former Probationary Appointed Teachers (PAT), Temporary Assigned Teachers (TAT) and regularly appointed teachers who were displaced from full-time service by the Chicago Public Schools, other than for unsatisfactory service, and Educational Support Personnel (E.S.P.) with regular status, who were displaced from full-time service by the Board of Education other than for unsatisfactory service, are eligible to receive vacation pay for the Winter recess for services rendered as full-time employees in accordance with Article 43-1.2 of the 2007-12 *Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union*.
 - Vacation pay shall be paid to an eligible applicant at the rate of pay the employee was

receiving on the last day of regular appointment, PAT or TAT service, prorated on the basis of the formula set down in the 2007-12 *Agreement between the Board of Education of the City of Chicago and the Chicago Teachers Union*.

Questions regarding the implementation of this vacation pay should be directed to Payroll Services, telephone number (773)553- 4729.

QUESTIONS REGARDING NO PAY OR INCORRECT PAY

All eligible personnel, both certificated and temporary employees for whom a check was not prepared, and all eligible personnel who did not receive the correct number of days of vacation pay, must contact Payroll Services at (773) 553- 4729.

APPENDIX A

Personnel assigned to the following non-52 week employee categories, and who are full-time employees of the Board of Education at the time of the vacation period (December 21 through December 25, 2009), are eligible to receive Winter vacation pay for 2009 based on the formula outlined in the first part of this document.

a. Educational Personnel

1. Regularly appointed teachers
2. Probationary Appointed Teachers (PAT) and Temporary Assigned Teachers (TAT)
3. Provisionally certified teachers who are assigned full-time to a specific position number in a school
4. Practical Nurses (Cregier)
5. Health Occupation Teachers (Westinghouse)
6. Psychologists
7. School Social Workers
8. School Nurses
9. ROTC Military Instructors
10. ROTC Commandants
11. Counselors

b. Educational Support Personnel

1. Guidance Counselor Aides (0466)
2. School Clerks (0468)
3. School Clerk Assistants (0467)
4. School Library Assistants (0531)
5. Special School Typists (0830)
6. Teacher Assistants (0463, 0483 0478, 0479)
7. Teachers Assistants - Montessori Program (2519, 2520)
8. Children's Welfare Attendants (3608)
9. Head Children's Welfare Attendants (3609)
10. School Matrons (2610)
11. Clinical Nurse Practitioners (3780)
12. Audiometric and Vision Screening Technicians (3150)
13. Associate Lunchroom Managers (2761, 2762, 2763)
14. Lunchroom Managers (2738, 2777)
15. Special Education Classroom Assistants (0464, 0469, 0494, 0495)
16. School Community Representatives (0701)
17. Cooks (2740, 2741, 2742, 2743)
18. Lunchroom Attendants (2770)
19. Lunchroom Cashiers (2774)
20. Senior Lunchroom Attendants (2772)
21. School Social Service Assistants (3501)
22. School Assistants (0462, 0482) Bilingual (0474, 0475, 0484, 0485)
23. School Health Aides (3607)
24. Hospital Licensed Practical Nurses (3620)
25. Audio-Visual Technicians (0940)
26. Porters (2795)
27. Salad Makers (2745)
28. Dental Hygienists (3210)
29. School Security Aides (2983)
30. Vocational Assistants (0465)
31. Special Education Vocational Training Assistants (0460)
32. Human Relations Officers II (3012)

33. Laboratory Technicians II (3129)
35. Educational Sign Language Interpreters (3429, 3430, 3431)
36. Speech Pathology Paraprofessionals (3406)
37. Speech Pathologist Aides (3407)
38. Lifeguard (3440)
39. Occupational Therapist Assistant (3509)
40. School Security Officers (0480)
41. Interpreter Clerks (0470)
42. Instructor Assistants (3917, 3920)
43. School Bus Aides (2533)
44. Social Worker Assistants (3830)
45. Parent Advocates-Bilingual (0703)
46. Health Services Nurses (3618)
47. Student Special Service Advocates (0710)
48. Parent Advocates (0702, 0703)
49. Computer Technicians (0671)
50. Technology Coordinator I, II and III (0691, 0692, 0693)
51. Community Relations Representatives I and II (0711, 0712)
52. Head Start Resource Assistants (3504, 3505, 3506, 3507)

EMPLOYMENT OPPORTUNITIES

DATE: JANUARY 27, 2010



Office of Human Capital

Opening Gateways to Human Potential

Office of Human Capital
HUMAN CAPITAL EMPLOYEE SERVICES
320 North Elizabeth Street
Call Center for HC: 773-553-1142

Employee Services provides the following:

• **All Staffing Services:**

- o New Hire Enrollment
- o Re-hire Staffing
- o Fingerprint background checks
- o Photo ID Processing
- o Certificate Registration
- o Resignation and Retirement Processing

• **All Salary Upgrades:**

- o Lane and Step Placements
- o NCLB Upgrades

• **All Employee Services:**

- o Medical Leaves
- o Reinstatement to Work
- o Fitness for Duty
- o Reasonable Suspicion
- o Non-Medical Leaves (includes Student Teaching, On-loan, and Sabbatical)

• **All Benefits Customer Services:**

- o General Inquiries on Benefits Enrollment
- o Submission of any Benefits-Related Documentation

HC Employee Services at 320 North Elizabeth Street is near public transportation and offers free parking. Visit www.cps-humanresources.org for directions. Regular shuttle bus service is available between 125 South Clark (Central Office) and 320 North Elizabeth.

Continue to visit Central Offices for the following HC services:

- Personnel File Reviews, including requests for medical records
- Verifications of Employment
- Name and Address Changes
- Recruiting and Workforce Planning and Substitute Center
- Labor and Employee Relations
- Compensation Management

Employees may now update/add the following information:

- [Home Address and Phone Number](#)
- [Federal W-4 Elections](#)
- [Direct Deposit Information](#)

Visit www.cps-humanresources.org for Instructions.

Principalship Positions

Important Application Information for all Principal Candidates

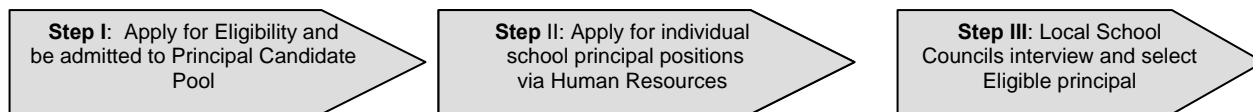
Thank you for your interest in a principalship at Chicago Public Schools!

CPS has revised Principal Eligibility requirements and streamlined the application process for candidates for principal positions. Please read the following information, especially *Eligibility Requirements for a CPS Principalship* and *How to Apply for a Principal Position*, prior to submitting an application for a principal position.

Table of Contents

- I. How to Become a Principal in Chicago Public Schools
- II. Eligibility Requirements for a CPS Principalship
- III. About Principal Positions Advertised in the E-Bulletin
- IV. How to Apply for a Principal Position Posted
- V. Local School Council Selection Process
- VI. Consent for Release of Candidate Profile
- VII. Residency Requirements
- VIII. Salary Schedule

I. How to Become a Principal in Chicago Public Schools



Chicago Public Schools has set minimum qualifications that principal candidates must demonstrate in order to be offered a contract. The process by which principal candidates demonstrate those qualifications is called the Eligibility process and is administered by the Office of Principal Preparation and Development. Candidates are required to successfully complete Eligibility and be admitted to the Principal Candidate Pool prior to being offered a principal contract. For more information, please see *Eligibility Requirements for a CPS Principalship* below.

Principals for individual schools are selected or recommended by each school's Local School Council (LSC), an group comprised of parents, teachers and community members. LSCs interview principal candidates and vote on final selections or recommendations from the Principal Candidate Pool.

Selection of CPS principals will be consistent with the Policy and Requirements for the Selection and Retention of Chicago Public Schools Principals, Board Report Number #97-0226-P03, dated February 26, 1997; amended March 26, 1997 (97-0326-P04) and February 25, 1998 (98-0225-P02) and December 17, 2008 (#08-1217-P02) subject to approval of any additional criteria by the Board Attorney for the purpose of consistency with the Uniform Principal Performance Contract, Board Rules, and law.

II. Eligibility Requirements for a CPS Principalship (Board Policy 08-1217-PO2)

CPS requires that all principal candidates be Eligible and a member of the Principal Candidate Pool in order to be offered a Uniform Principal Contract. This policy applies to all candidates, both internal and external, and ensures that schools have the most qualified principal candidates prepared to succeed from the first day on the job. To view the policy, please click on the [Policy on Eligibility Requirements for a CPS Principalship](#).

The Eligibility Process is based on the [CPS Principal Competencies and Success Factors](#) which define excellence in the principal role and the knowledge, skills and abilities required for success. For more information about the Principal Eligibility process, the CPS Principal Competencies and Success Factors or how to become Eligible, please visit the Office of Principal Preparation and Development website at www.oppdcps.com. If you are unsure of whether you are Eligible, please call OPPD at (773) 553-1515.

If you are not currently Eligible: Candidates should apply for Eligibility before applying for a principal position. Please visit www.oppdcps.com for information about the Eligibility process, application materials and upcoming application periods.

If you are a current applicant for Eligibility but not yet Eligible: Candidates who have submitted an Application for Principal Eligibility and are currently in the Eligibility process may apply for principal positions but may not be offered a principal contract until they have been granted Eligibility and admission to the Candidate Pool.

A current, Illinois Type 75 administrative certificate with General Administrative Endorsement is required in order to be hired as a principal within Chicago Public Schools.

III. About Principal Positions Advertised in the E-Bulletin

Principal position requirements are drafted by each Local School Council based on the vision, mission, goals and needs of the individual school. Candidates may find out more information about an individual school by clicking on the link to the school website, if applicable. School report cards are also available at www.cps.edu to help candidates learn more about an individual school. A list of required application materials will appear in each individual posting and is determined by the Local School Council.

Open principal positions are posted on the CPS Human Resources website via the E-Bulletin for two weeks. New principal vacancies are posted weekly and candidates may review the current and previous week's postings. Principal positions may be posted again following the Application Deadline or upon request by the Local School Council. If a position is reposted, candidates do not need to reapply for the position.

IV. How to Apply for a Principal Position Posted

Principal candidates now have a streamlined, single application process to apply for individual principal vacancies. Candidates should submit all required application materials (resume, cover letter, references, etc.) via email to CPSPrincipals@cps.k12.il.us.

Candidates must submit a separate email, along with the required application materials attached, for each individual school to which they are applying. Please include all application materials required in a single email. All resumes, cover letters or other application materials must be in Microsoft Office 97-2003 or Adobe PDF format only. *(Please note that Microsoft Works documents are not compatible. Please save your document in Word format prior to submission.)* Please follow the guidelines below in submitting your application:

Subject Line of Email Must Include:	Body of Email Must Include:
<ul style="list-style-type: none"> Your First/Last Name 	<ul style="list-style-type: none"> Your First/Last Name
<ul style="list-style-type: none"> School Name for which you are applying 	<ul style="list-style-type: none"> Your Position Title
<ul style="list-style-type: none"> E-Bulletin Number of Principal position posting (Ex: Bulletin 294) 	<ul style="list-style-type: none"> Your Current School/Department
	<ul style="list-style-type: none"> Your Contact Information (Address/Phone)

V. Local School Council Selection Process

Local School Councils will receive all candidate resumes and applications within three (3) business days following the Application Deadline along with verification of each candidate's Eligibility status. Each Local School determines their own interview process and timetable. Local School Councils may vote to select a principal candidate at any time following initial screening of candidates but often hold multiple interviews in order to select the most qualified candidate for their school. Many LSCs host candidate forums which are an opportunity for the school community to meet finalist candidates.

Local School Councils will contact candidates directly to schedule and conduct interviews for their school. Therefore, CPS cannot provide updates to candidates on the status of their application.

According to *Eligibility Requirements for a CPS Principalship* (Board Policy 08-1217-P02), Local School Councils must request a Candidate Profile from the Office of Principal Preparation and Development prior to selecting a principal. Candidate Profiles are prepared by OPPD and contain information about your work history, Eligibility results, criminal background check results and disciplinary history (if a CPS employee). Eligibility results include information about how you scored on each of the Principal Competencies and/or Success Factors measured during the Eligibility Process. The Local School Chairperson requests Candidate Profiles for finalists during the interview process before a vote on principal selection.

VI. Consent to Release of Candidate Profile

By applying for a principal position, candidates consent to the release of their Candidate Profile to authorized employees or agents of Chicago Public Schools, the Board of Education and/or Local School Council members. If you have any questions about what is contained in your Candidate Profile, please call the Office of Principal Preparation and Development at (773) 553-1515.

VII. Residency Requirements (Board Policy 04-0825-P02)

All employees of the Chicago Public Schools must adhere to the Residency Policy for All Employees of the Board of Education, adopted by Board Action on November 20, 1996, Board Report Number 04-0825-P02. All officers and employees hired on or after the date of the residency policy will be required to be actual residents of the City of Chicago within six months from the day their employment begins.

VIII. Salary Schedule

The basic salary of a newly appointed principal shall be established in the appropriate grade at the first step or on the next higher step of the administrative salary schedule that will provide a basic salary increase over their six (6) hour day teacher's monthly salary or current administrative grade monthly salary. For principals new to the Chicago Public Schools the salary shall be established at Step 1 in the appropriate administrative grade. Click here to review the current [Administrative Salary Schedule](#)

It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, religion, national origin, age, disability, gender, sex or sexual orientation. Inquiries concerning the application of Title IX of the Education of Amendments of 1972 and the regulations promulgated there under concerning sex discrimination and/or inquiries regarding disability accommodations should be referred to the Equal Opportunity Compliance Office Manager, Chicago Public Schools, 125 South Clark, Suite 1100, Chicago, IL 773-553-5499 (TTY-773-553-2699).

PRINCIPALSHIP POSITIONS

BULLETIN No: 217
DATE: JANUARY 27, 2010

Cluster/Area	
School Name/Address	Mary E. Courtenay Elementary Language Arts Center 1726 West Berteau Avenue Chicago, Illinois 60613
Administrative Grade	VII
Submit To	Ms. Patricia Kiley Local School Council Secretary Courtenay Language Arts Center CPSPrincipals@cps.k12.il.us
Application Deadline	February 17, 2010
Other Information	<p>This is a four-year performance contract. In addition to the qualifications described in the <i>Principal's Position Information</i>, applicants must be an eligible member of the Principal Candidate Pool under Board Policy #08-1217-PO2 "Requirements for the Selection of Chicago Public Schools Principals." For more information, contact the Office of Principal Preparation and Development at (773) 553-1515 or visit www.oppdcps.com.</p> <p>Courtenay Language Arts Center is a Chicago Public School for PreK-8 with a personalized school environment and high academic scores. Courtenay focuses on language skills for reading, writing, and speaking. Our motto is "Invest in your child's future. We do!"</p> <p>We are seeking a candidate with the following qualifications:</p> <ul style="list-style-type: none">• Ability to continue to uphold the standards of excellence we have achieved at Courtenay Language Arts Center;• Experience with CPS budget, SIPAAA, and strategies for maximizing resources;• Ability to collaborate with staff and parents to ensure that the discipline, safety and academic standards of the students are being upheld;• Knowledge and experience in implementing a high quality instructional program;• Special Education certification and experience required. <p>Applicants should submit a cover letter outlining their accomplishments and reasons for their interest in this position, resume, and three letters of reference. To apply, candidates must submit their cover letter, resume, and letters of reference to CPSPrincipals@cps.k12.il.us. Please see the preceding <i>Principalship Position Information</i> for application instructions. Paper applications will not be accepted.</p>

ADMINISTRATIVE POSITIONS

BULLETIN No: 218
DATE: JANUARY 27, 2010

Title	Safety Program Analyst (Professional III)
Location	Department of Safety and Security 125 S. Clark Street Chicago, IL 60603
Position Number	TBD
Position Value	2.0 Positions
Position Grade	Salary Band 5
Budget Classification	TBD
Position Period	12 months
Salary	Min: \$53,000 Midpoint: \$63,600, Maximum: \$74,200
Position Summary	<p>As a vital part of Chicago Public School's overall goal of reducing violence against school-aged children in Chicago, this position will gather and analyze data on school violence and assist in using that data to develop case specific initiatives aimed at preventing violence.</p> <p>The Safety Program Analysts will work closely with Safety Personnel, Performance Management staff, Chief Executive Office and area Principals to assess trends in violence and assist in deploying resources as needed.</p> <p>The Safety Program Analysts will also be responsible for assisting with the implementation and assessment of the CEO's recently announced safety initiative to reduce violence against students.</p> <p>This initiative consists of:</p> <ol style="list-style-type: none">1. Intervention with high-risk students2. Create a culture of calm in schools3. Develop a plan for students to have safe passage to and from school. <p>These positions will assess the programs within each of these initiatives to determine which ones work most effectively. That assessment will be conducted using data analysis as well as meeting with Principals and Safety Personnel.</p> <p>Duties And Responsibilities:</p> <ul style="list-style-type: none">• Provide data analysis of violence trends and the programs aimed at reducing violence.• Assist in analyzing the success of intervention programs for high-risk students.• Assist in developing and implementing a school safety scorecard.• Regular meetings with Principals and Chief Area Officers to assess school violence reduction initiatives.• Facilitate sharing of best-practices between Principals and safety personnel.• Work with area schools and central office staff to conduct analysis required for data inquiry process.
Qualifications	<p>Education Requirements:</p> <ul style="list-style-type: none">• Bachelor's Degree required; Master's Degree preferred. <p>Experience Requirements:</p> <ul style="list-style-type: none">• 3-4 years of data analysis experience in an applied setting is preferred• Knowledge of SQL, SAS, SPSS or STATAS is preferred• Outstanding critical thinking skills• Experience in developing metrics to measure and analyze intervention practices• Strong oral and written communication skills; capable of effectively communicating with a variety of audiences.

Title	Senior Business Systems Analyst (Professional V)
Location	Information & Technology Services 125 S. Clark Street, 3 rd Floor Chicago, IL 60603
Position Number	TBD
Position Value	1.0
Position Grade	Salary Band 7
Budget Classification	TBD
Position Period	12 months
Salary	Minimum: \$78,700 Midpoint: \$94,800 Maximum: \$111,000
Position Summary	<p>The Senior Business Systems Analyst will develop T-SQL queries to produce data extracts, interfaces and ad-hoc reporting and analysis from enterprise RDBMS' including SQL Server databases to facilitate information analysis, reporting and integration. This position will be responsible for translating documented business requirements into technical specifications; sufficiently detailed and comprehensive to support data architecture development, application integration and/or ETL development. In addition to database programming, data modeling, data profiling, data mapping responsibilities and creating test plans in support of system integration and reporting.</p> <p>Principal Accountabilities:</p> <ol style="list-style-type: none">1. Deliver requests for information to the enterprise2. Analyze data systems to determine appropriate methods to source data to complete requests3. Analyze data systems to improve data quality4. Analyze sql program code and logic to improve performance5. Participate in application troubleshooting6. Develop business and technical specifications for sql development based on requests7. Participate in data architecture analysis and planning
Qualifications	<p>Qualifications for Job:</p> <p>Skills:</p> <ul style="list-style-type: none">• SQL Development skills using standard development tools including SQL Server Management Studio• ER/Studio• Microsoft Visual Studio• Microsoft SQL Server 2005 and 2008 including SSAS, SSIS, SSRS• Microsoft Business Intelligence development skills preferred• Data Modeling experience preferred• Excellent interpersonal skills.• Excellent analytical skills• Excellent organizational skills.• Excellent communication skills, both oral and written.• Excellent PC skills: Word, Excel, PowerPoint, Visio and Project. <p>Education Required:</p> <ul style="list-style-type: none">• Bachelors Degree or equivalent experience with certifications is required <p>Experience and Number of Years:</p> <ul style="list-style-type: none">• 2-3 years of experience in Application development• 5-7 years of experience in Systems Analysis and Design• 5-7 years of experience in Information Management

Title	Culture of Calm Coordinator (Professional IV)
Location	School Based Positions (Location Will Be Determined)
Position Number	ESP and Teacher Certificated
Position Value	TBD
Position Grade	1.0
Budget Classification	Salary Band 6
Position Period	TBD
Salary	12 months
Position Summary	Minimum: \$63,800 Midpoint: \$76,500 Maximum: \$89,300
	As a vital part of CPS's overall goal of reducing violence against school-aged children in Chicago, the Culture of Calm Coordinator will play a critical role within schools, spearheading the implementation, oversight and assessment of a holistic culture transformation.
	This position will work in close collaboration with key school and community stakeholders to integrate new culture programs, trainings and resources that focus on leadership and staff development, an enhanced discipline and behavior framework, student socio-emotional support, and conflict resolution. Pivotal to the success of these initiatives will be a rigid performance management structure to assess the impact of the various programs against set goals. The Culture of Calm Coordinator will also work closely with their school's Chief Area Officer and the Central Office Safety and Security team to ensure culture programs and resources are meeting expectations and that outcomes are consistently tracked. The overarching goals of the initiative will be to demonstrate a decrease in behavioral incidents and an improvement in attendance and academic achievement in the school by creating a safe, stable, supportive environment in which students can excel.
	LEADERSHIP
	<ul style="list-style-type: none"> • Develop strong relationships and work closely with individual high school principals and key stakeholders to oversee and assess programs dedicated to creating a calm school environment
	BEHAVIOR AND DISCIPLINE
	<ul style="list-style-type: none"> • Direct the development of a clear and consistent behavior and discipline framework, establish a clearly defined role for every adult in the school, and ensure faithful compliance and enforcement among all staff
	PROFESSIONAL DEVELOPMENT
	<ul style="list-style-type: none"> • Oversee internal and third-party professional development training, tying specific needs to specific staff areas (teachers, security staff, administrators, etc)
	CULTURE OF CALM PROGRAMMING
	<ul style="list-style-type: none"> • Integrate new programs and resources, and reinvigorate existing ones, that support positive school culture
	PROGRAM AND PERFORAMANCE MANAGEMENT
	<ul style="list-style-type: none"> ▪ Develop and maintain systems and processes that ensure performance data is accurately, consistently and comprehensively reported and tracked
Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree required; Master's Degree preferred • 3 – 5 years of experience managing complex, large-scale projects from start to finish as project lead • 3 – 5 years in a leadership role improving conditions in low-income schools, neighborhoods or communities • An unwavering commitment to making a profound difference within a public school system and community • Experience training staff and students in behavior modification and working with community partners • Proven rapport building, interpersonal skills, and the ability to work collaboratively with a diverse group of constituents
	(cont...)

Qualifications

- Ability to set a high bar of expectations and motivate others to accomplish large goals
- An unrelenting optimistic attitude and strength to persevere through challenges
- Organized, resourceful and able to thrive autonomously
- Aptitude with data analysis and data presentation
- Proficiency with Microsoft Excel, Word and PowerPoint
- Willingness to work nights and select weekends as required
- Teachers and Educational Support Personnel are encouraged to apply

ADMINISTRATIVE POSITION INFORMATION

BULLETIN No: 218, 219, 223
DATE: JANUARY 27, 2010

RESIDENCY REQUIREMENTS (04-0825-P02)

All employees of the Chicago Public Schools must adhere to the Residency Policy for All Employees of the Board of Education, adopted by Board Action on August 25, 2004, Board Report Number 04-0825-P02. All officers and employees hired on or after the effective date of the residency policy November 20, 1996 will be required to be actual residents of the City of Chicago within six months from the day their employment begins.

APPLICATION

Letter of application should contain the following information in the upper right hand corner: bulletin number, position title, name of the department, applicant's name, current work location, home address, and daytime telephone number. Submit letter of application and a resume to: **Résumé Intake Mailbox**, Department of Human Resources, 125 South Clark Street, 2nd Floor, Chicago, Illinois 60603 (or GSR #125).

Initial screening of applicants will be based on the contents of letters of application and resumes.

APPLICATION DEADLINE: by 5:00 p.m. of the close of the Business Day of February 10, 2010

STAFFING

Staffing will be consistent with the *Plan for...Integration of Faculties* and established personnel policies and procedures of the Board of Education of the City of Chicago.

If this position is closed or eliminated or if the employee is relieved of his or her duties in this position for any reason other than good cause, the Chicago Public Schools will accept application from the employee for another position appropriate with the employee's certification/qualifications.

It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, age, disability or sex. Inquiries concerning the application of Title IX of the Education of Amendments of 1972 and the regulations promulgated there under concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 125 South Clark, Chicago, IL, 773-553-2688 (TTY-773-553-2699).

EDUCATIONAL SUPPORT PERSONNEL POSITIONS

BULLETIN No: 220
DATE: JANUARY 27, 2010

Title	School Assistant
Location	Von Steuben Metropolitan Science Center 5039 N. Kimball Avenue Chicago, Illinois 60625
Position Number	Anticipated
Position Value	1.0
Position Grade	GA1
Budget Classification	47081-225-52100-241006-000703
Position Period	23A
Salary	The minimum annual salary is: \$23,000
Position Summary	Under the supervision of the school principal or his/her designee, the school assistant will provide logistical support to other departments such as Discipline Office, Main Office, Attendance Office, Technology, and Classroom Instruction as deemed necessary. EXAMPLES OF DUTIES: Duties of this position include, but are not limited to: <ul style="list-style-type: none"> • serve to receive merchandise on loading dock, • run school-related errands requiring the use of a privately owned vehicle (POV) • maintains supply and book inventory • monitors software and software licenses • orders supplies • assists in the main office
Qualifications	DESIRABLE MINIMUM QUALIFICATIONS: Training and Experience. Must possess a high school diploma or GED equivalent, supplemented by at least two years of experience in the school environment. Knowledge, Abilities, and Skill. Good oral and written communication skills. Evening and weekend work may be required. Physical Requirements. Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work.

BULLETIN No: 221
DATE: JANUARY 27, 2010

Title	School Bus Aide
Location	School Bus Aide Leland Elementary School 5221 W. Congress Parkway Chicago, IL 60644 (or GSR #36)
Position Number	Vacancy
Position Value	1.0
Position Grade	130
Budget Classification	26391.115.52100.255051.376709.2010
Position Period	38.60 Weeks
Salary	The minimum annual salary is: \$ 13,719.11

Position Summary

This position is attached to Special Education Students. Under immediate supervision, assists students riding on school buses en route to and from school: and performs related duties as required. Essential Functions:
Assists students entering and exiting school buses, fasten seat belts around students as a precautionary measure, maintain order and discipline on school bus, refer misbehaved students to school principal for disciplinary action, completes routing lists and transportation forms for the purpose of communicating sequence of bus stops.

Qualifications

Minimum Qualifications, Training and Experience:

High school diploma or GED equivalent. Willingness and ability to perform the essential functions of the job. Previous experience in student transportation is desirable.

Knowledge, Abilities and Skill:

General knowledge of the behavior patterns of school aged children. Ability to lift children on and off buses; ability to maintain an orderly environment on buses. Skill in communication with school aged children.

Physical Requirements:

Medium Work: Exerting twenty (20) to fifty (50) pounds of force occasionally, or ten (10) to fifteen (15) pounds of force frequently, or greater than negligible up to ten (10) pounds of force constantly to move objects. Physical demands are in excess of those for Light Work

EDUCATIONAL SUPPORT PERSONNEL POSITION INFORMATION

BULLETIN No: 220, 221
DATE: JANUARY 27, 2010

RESIDENCY REQUIREMENTS (04-0825-P02)

All employees of the Chicago Public Schools must adhere to the Residency Policy for All Employees of the Board of Education, adopted by Board Action on August 25, 2004, Board Report Number 04-0825-P02. All officers and employees hired on or after the effective date of the residency policy November 20, 1996 will be required to be actual residents of the City of Chicago within six months from the day their employment begins.

APPLICATION

Letter of application should contain the following information in the upper right hand corner: bulletin number, position title, name of the department, applicant's name, current work location, home address, and daytime telephone number. Submit letter of application and a resume to: **Résumé Intake Mailbox**, Department of Human Resources, 125 South Clark Street, 2nd Floor, Chicago, Illinois 60603 (or GSR #125).

Initial screening of applicants will be based on the contents of letters of application and resumes.

APPLICATION DEADLINE: by 5:00 p.m. of the close of the Business Day of February 10 , 2010

STAFFING

Staffing will be consistent with the *Plan for...Integration of Faculties* and established personnel policies and procedures of the Board of Education of the City of Chicago.

If this position is closed or eliminated or if the employee is relieved of his or her duties in this position for any reason other than good cause, the Chicago Public Schools will accept application from the employee for another position appropriate with the employee's certification/qualifications.

It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, age, disability or sex. Inquiries concerning the application of Title IX of the Education of Amendments of 1972 and the regulations promulgated there under concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 125 South Clark, Chicago, IL, 773-553-2688 (TTY-773-553-2699).

TEACHING OPPORTUNITIES POSITIONS

BULLETIN No.: 222
DATE: JANUARY 27, 2010

Cluster/Area	01/19
School Name/Address	Northside College Preparatory High School – Unit #1740 5501 North Kedzie Avenue Chicago, Illinois – 60625 (or GSR #31)
Telephone	(773) 534.3954 Ext: 0
Fax	(773) 534.3964 (Attn: Ms. Mary Grasz) Janet Torres (Latin inquiries)
Grade or Subject	Grades 09 – 12 Anticipated program will include Latin Anticipated program <i>may</i> include one of the following: English I: Survey of Literature English II: American Literature English III: British Literature
Certificate Requirements	Illinois Type 09 w/Endorsement in the following areas: English I: Survey of Literature English II: American Literature, English III: British Literature and Latin
Submit To Principal	Ms. Mary Grasz – Northside Human Resources Department Electronic submissions preferred: mtgrasz@cps.edu
Other information	Position Available August, 2010-11 School Year. Candidates for this position are expected to possess: (Latin) <ul style="list-style-type: none">• Experience in teaching all levels of Latin including A.P Latin• Experience with formative and summative assessment• Effective with the implementation of structures and vocabulary• Integration of cultural, social, and political context into language instruction• Coach and supervise Latin Club activities (Latin Oratory competitions, Latin Olympics, and Certamen)• Supervision of students at state and national Latin competitions• Host Latin Olympics website• Strong collaborative and organizational skills• Technology integration (English) <ul style="list-style-type: none">• Enthusiasm for collaboration on common assessments• Consistent use of formal writing assignments to demonstrate student mastery of skill and content• Exceptional knowledge of literature• Effective interpersonal skills for cooperation with colleagues in professional development opportunities• Skill in the effective use of instructional technology• Enthusiasm for supporting English department co-curricular activities.• Experience working with special education students and teachers in inclusion classrooms• Effective in classroom management<ul style="list-style-type: none">▪ Effective interpersonal skills for cooperation with parents and school administrators Minority candidates are strongly encouraged to apply. Candidates possessing a Master’s degree are preferred.

School Name/Address	Marshall High School – Unit #1470 3250 West Adams St. Chicago, Illinois 60624 (or GSR #38)
Telephone	(773) 534-6455
Fax	(773) 534-6409
Grade or Subject	English
Certificate Requirements	Type 09 w/Language Arts and Reading Endorsement
Submit To Principal	Sean Clayton
Other information	Please submit all resumes via email to Donica Glass, Assistant Principal: dlglass@cps.k12.il.us No phone calls or faxes. Marshall Metropolitan High School is a secondary learning environment committed to education for grades 9 through 12. Interested candidates must meet the following:

- A firm grasp of best practices for teaching reading, writing, and the various genres of literature
- The ability to bridge the gap between the classroom and the outside world; relate subject matter to real life
- Excellent classroom management skills
- The ability to work collaboratively to reach positive outcomes
- Knowledge of strategies for differentiating instruction
- Excellent attendance
- Excellent communication skills
- Familiarity with the Illinois goals, standards, benchmarks, and performance descriptors
- The ability to align lessons to the Illinois goals and standards
- A genuine commitment to ongoing professional development to foster academic growth for students
- Versatility—ability to teach multiple disciplines under the language arts umbrella
- The ability and willingness to tailor instruction to reading

Cluster/Area	01/19
School Name/Address	Marshall High School – Unit #1470 3250 West Adams St. Chicago, Illinois 60624 (or GSR #38)
Telephone	(773) 534-6455
Fax	(773) 534-6409
Grade or Subject	Special Education (Cross Cat-EMH/LD)
Certificate Requirements	Type 09 w/Learning Behavior Specialist and Learning Disabilities Endorsement
Submit To Principal	Sean Clayton
Other information	Please submit all resumes via email to Donica Glass, Assistant Principal: dlglass@cps.k12.il.us No phone calls or faxes. Marshall Metropolitan High School is a secondary learning environment committed to education for grades 9 through 12. Interested candidates must meet the following:

- A firm grasp of best practices for teaching reading, writing, and mathematics to special needs students (emphasis on mathematics)
- The ability to bridge the gap between the classroom and the outside world; relate subject matter to real life
- Excellent classroom management skills
- The ability to work collaboratively to reach positive outcomes
- Knowledge of strategies for differentiating instruction
- Excellent attendance
- Excellent communication skills
- Familiarity with the Illinois goals, standards, benchmarks, and performance descriptors (cont...)

Other information

-
- The ability to align lessons to the Illinois goals and standards
- A genuine commitment to ongoing professional development to foster academic growth for students
- Versatility—ability to teach multiple disciplines under the special education umbrella
- A willingness to participate with the IEP process
- A willingness to welcome change, especially as it may relate to the use of technology with completing IEPs for students

Cluster/Area	01/19
School Name/Address	Marshall High School – Unit #1470 3250 West Adams St. Chicago, Illinois 60624 (or GSR #38)
Telephone	(773) 534-6455
Fax	(773) 534-6409
Grade or Subject	Music
Certificate Requirements	Type 10 (K-12) w/Music Endorsement (emphasis in instrumental and vocal)
Submit To Principal	Sean Clayton
Other information	Please submit all resumes via email to Donica Glass, Assistant Principal: dlglass@cps.k12.il.us No phone calls or faxes. Marshall Metropolitan High School is a secondary learning environment committed to education for grades 9 through 12. Interested candidates must meet the following: <ul style="list-style-type: none"> • A firm grasp of best practices for teaching reading and writing within the framework of music • The ability to bridge the gap between the classroom and the outside world; relate subject matter to real life • Excellent classroom management skills • The ability to work collaboratively to reach positive outcomes • Knowledge of strategies for differentiating instruction • Excellent attendance • Excellent communication skills • Familiarity with the Illinois goals, standards, benchmarks, and performance descriptors • The ability to align lessons to the Illinois goals and standards • A genuine commitment to ongoing professional development to foster academic growth for students • Versatility—ability to teach multiple disciplines under the music umbrella (instrumental and vocal) • A willingness to participate with the IEP process for special education students • An interest in coordinating a student chorus and/or band

Cluster/Area	01/02
School Name/Address	McCutcheon School – Unit #6910 4865 N. Sheridan Rd Chicago, Il, 60640 (or GSR #32)
Telephone	7(73) 534-2680
Fax	(773) 534-2578
Grade or Subject	K- 8 Bilingual Vietnamese
Certificate Requirements	Type 03w/Bilingual Vietnamese Endorsement
Submit To Principal	Dr. Carol A. Lang
Other information	Teacher should be well versed in the Vietnamese language and have the ability to help students make the transition from the Vietnamese language to the English language.

Cluster/Area	02/06
School Name/Address	Prescott School - Unit #5500 1632 W. Wrightwood Chicago, IL 60614 (or GSR #35)
Telephone	(773) 534-5505
Fax	
Grade or Subject	Primary (PreK-4th) Magnet Cluster Lead Teacher
Certificate Requirements	Type 03 Additional preferred certificates and training: Reading Specialist (Type 10); completed Cognitive Coaching (or similar) training; completed Responsive Classroom training; completed Multi-sensory phonics training; completed Jr. Great Books training; Bilingual/ESL Endorsement.
Submit To Principal	Mr. Erin Roche eroche@cps.k12.il.us
Other information	Prescott Magnet Cluster School seeks a knowledgeable Magnet Cluster Lead Teacher for grades PreK-4 th effective immediately. Prescott a Track E calendar school. Characteristics of high-quality candidates include: High expectations of students, colleagues, and self: <ul style="list-style-type: none"> • High expectations that all children will learn • Personal responsibility for the success of all children • Rigorous learning standards for all children • Developmentally appropriate classroom management skills • Expertise in developing strong classroom community among children (Responsive Classroom). Knowledge of curriculum, assessment, and instruction: <ul style="list-style-type: none"> • Expertise in Balanced Literacy framework including Being a Writer, Making Meaning, Centers, and Guided Reading. • Expertise in Jr. Great Books literature program. • Expertise in Orton-Gillingham's multi-sensory phonics • Experience with various forms of assessment, and the ability to interpret data. • Ability to adjust teaching based on data from formative and summative assessments. Professional growth and contribution: <ul style="list-style-type: none"> • Demonstrated ability to receive coaching and support as you improve instructional strategies. • Demonstrated ability to coach colleagues to dramatically improve teaching and learning • Collaboration with colleagues and Grade Level Teams • Actively work with students, teachers, and families to ensure a safe and orderly school environment • Ability to guide and strengthen the work of colleagues and school at large. • Leadership in organizing Family Nights • Experience with NCTE & IRA programs and expectations • Teachers with Spanish-speaking ability also encouraged to apply. In your cover letter, please discuss three pieces of evidence from one or more of these areas. Give one example of overcoming great odds to make students successful. Please email applications. No faxes or walk-ins accepted. Please no phone inquiries. Email cover letter and resume to principal Mr. Erin Roche at eroche@cps.k12.il.us . Faxed applications will not be considered. Looking forward to meeting candidates passionate about continuing to transform Prescott School.

Cluster/Area	02/04
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School Name/Address	Yates Elementary School – Unit #25911 1839 N. Richmond St. Chicago, Il. 60647 (or GSR #34)
Telephone	(773) 534-4550
Fax	(773) 534-4517
Grade or Subject	Special Education Self Contained: intermediate
Certificate Requirements	Type 3 w/Social Education Endorsements
Submit To Principal	Harry Randell
Other information	Candidate will teach primary special education until June. The teacher will move to intermediate aged students in September, 2010.

Cluster/Area	02/103
School Name/Address	Young School – Unit #6520 1434 N Parkside Ave Chicago, IL 60651 (or GSR #36)
Telephone	(773) 534-6200
Fax	(773) 534-6203
Grade or Subject	K-8
Certificate Requirements	Type 3
Submit To Principal	Crystal Bell
Other information	

Cluster/Area	04/54
School Name/Address	Multicultural Arts High School - Unit #7630 3120 S. Kostner Avenue Chicago, IL 60623
Telephone	(773) 535-4242
Fax	(773) 535-4273
Grade or Subject	Science
Certificate Requirements	Type 09 w/Science Endorsement
Submit To Principal	Patricia Gonzalez, email at: pgonzalez2@cps.k12.il.us
Other information	Multicultural Arts School is one of four small innovative schools at the Little Village Lawndale High School Campus which is currently seeking a science teacher to become a part of a team consisting of administrators, teachers, students and parents committed to meeting the diverse needs of students in preparation for post-secondary education. The candidate must meet the following requirements: <ul style="list-style-type: none"> • Data-driven approach to planning instruction. • Knowledge of best practices to differentiate instruction to meet the instructional needs of diverse students. • Knowledge of state and college readiness standards to develop curriculum. • Excellent classroom management skills. • Knowledge of IMPACT Gradebook and Parent Portal. • Willingness to implement an advisory program to improve school culture and increase student achievement. • Ability and willingness to systematically collaborate with staff, parents, and students to strategically develop and successfully implement positive discipline interventions to improve academic achievement and to meet the social-emotional needs of students. • Commitment to participate in summer professional development. • Willingness to participate in community outreach, including: sponsoring after school events, conducting home visits, and participation in parental involvement initiatives. • Ability to collaborate with all members of the school-community to further the school vision and raise student achievement.

(cont...)

Other information

Interested applicants should submit a cover letter, resume, and two letters of reference. Applications must be submitted via e-mail to Patricia Gonzalez, pgonzalez2@cps.k12.il.us

Cluster/Area	05/14
School Name/Address	Guggenheim School – Unit #7050 7141 S. Morgan Ave. Chicago, Illinois 60621 (or GSR #45)
Telephone	(773) 535 3587
Fax	(773) 535 3466
Grade or Subject	2 nd /3 rd Grade Split
Certificate Requirements	Type 3
Submit To Principal	Mary McNair
Other information	Track E School, Knowledge of Balanced Literacy and CMSI is a plus. No E-Mail

Cluster/Area	05/54
School Name/Address	Harte School – Unit #3780 1556 E. 56 th Street Chicago, IL 60637 (or GSR #41)
Telephone	(773) 535-0870
Fax	(773) 535-0666 sparks@cps.k12.il.us
Grade or Subject	Kindergarten TAT
Certificate Requirements	Type 03 or Type 04
Submit To Principal	Shenethe Parks
Other information	The successful candidate must: <ul style="list-style-type: none"> • have outstanding attendance and punctuality • have excellent classroom management skills • have demonstrated success using data and small group instruction to meet the needs of all learners • be able to articulate effective teaching strategies • have superior communication skills (written, verbal and listening) that support positive interpersonal and organizational skills • work collaboratively with teachers and parents to meet the needs of our students • attend professional development activities at the local, state and national level to acquire current knowledge and expertise needed to support our students • have a working knowledge of integrating technology into the curriculum • accept responsibility for special school activities that may extend the school day or occur on weekends <p>All applicants must email an introductory letter outlining accomplishments and experiences related to the position and a copy of their resume to the principal at sparks@cps.k12.il.us</p> <p>To obtain information about the school, please visit www.harte.cps.k12.il.us</p>

Cluster/Area	06/24
School Name/Address	Chicago Vocational Career Academy – Unit #1010 2100 E. 87 th Street Chicago, Illinois 60617 (or GSR #47)
Telephone	(773) 535-6099
Fax	(773) 535-6975
Grade or Subject	9-12 Special Education (Severe/Profound)
Certificate Requirements	6-12 w/Special Education Endorsement

**Submit To Principal
Other information**

Marie Chambers Miles

Cluster/Area	06/17
School Name/Address	Clayton Powell, Jr. Paideia Academy – Unit #7010 7530 S. Shore Dr. Chicago, IL, 60649 (or GSR #46)
Telephone	(773) 535-6650
Fax	(773) 535-6602
Grade or Subject	Intermediate/Upper Grade Special Needs
Certificate Requirements	Type 03 or Type 10 w/Dual Certification Preferred
Submit To Principal	Mr. Derek Jordan
Other information	We are seeking a passionate, highly motivated, creative and dedicated teacher that is willing to make personal sacrifices and has a record of improving student achievement. Successful candidates will demonstrate the following: <ul style="list-style-type: none">▪ Have experience working with students with disabilities▪ Knowledge of various instructional strategies to meet the needs of all students▪ Deal effectively with staff, parents and community▪ Be involve in and support school wide functions and events for students and families▪ Excellent communication skills▪ Excellent attendance▪ Experience in collaborating with staff, grade level teams, general education teachers, vertical teams and committees▪ Use data to drive instruction▪ Active participation in individual and group professional development activities▪ Familiarity with Illinois goals, standards, benchmarks and performance descriptors▪ Able to align lessons to Illinois goals, standards and student's IEP▪ Be able to implement goals as stated in students' IEP▪ Ability to maintain all special education records and documentation such as draft eIEPs and enter eIEP progress reports▪ Willingness to provide professional development on various special needs topics to school staff▪ Competency in instructional strategies and content knowledge of cross grade level reading, math, science, social studies and writing▪ Knowledge of effective classroom management strategies for students of varying special needs▪ Maintain safe, respectful, disciplined, caring and creative classroom environment▪ Progressive technological skills including but not limited to the eIEP, IMPACT SSM and CIM, GradeBook but Study Island and EDUTEK
Cluster/Area	06/17
School Name/Address	White School - Unit #7440 1136 W. 122 nd Chicago, IL 60643 (or GSR #49)
Telephone	(773) 535-5671
Fax	(773) 535-5671
Grade or Subject	6/7th Split --- Science and Social Studies
Certificate Requirements	Type 03 or Type 10 w/Science and Social Studies Endorsements
Submit To Principal	Mrs. Sharon Jenkins

Other information**Requirements:**

- Enthusiastic teacher with innovative ideas
- Great classroom management skills
- An understanding of multiple intelligences
- A knowledge of differentiated instruction
- A realization that learning also takes place outside of the classroom

Cluster/Area	Citywide
School Name/Address	Office of Specialized Services 125 S. Clark 8 th Floor Chicago, Illinois 60603
Telephone	(773) 553-1800
Fax	
Grade or Subject	School Based Problem Solving (SBPS) Citywide Facilitator
Certificate Requirements	See Other Information for Qualifications
Submit To	Ethel Barker, Manager
Other information	These are two 38.60 weeks positions. Position Summary: The School Based Problem Solving Facilitator provides site based training, coaching, consultation, and technical assistance for schools with regards to the implementation of a school based 3-Tier Problem Solving Model to help schools identify and respond to the academic and behavioral needs of students. The SBPS Facilitator will also provide support and assistance to Area/Cluster based staff primarily through professional development and technical assistance to enhance collaborative team work as needed. Key Responsibilities: <ul style="list-style-type: none"> ▪ Collaborate and assist administrator/school level team(s) with the development of SBPS Implementation Plan and SBPS School Team membership ▪ Assist the school in building internal capacity for implementation by clarifying roles and responsibilities of the SBPS team members ▪ Assist and support school level teams with collection and analysis of school data and progress monitoring for universal, strategic and intensive intervention purposes ▪ Monitor and review documentation of strategies for all students receiving SBPS support ▪ Identify and help schools access internal and external resources that can be used in the SBPS process ▪ Review student portfolio/school data on regular basis ▪ Model the assessment and intervention process with students for demonstration purposes ▪ Model the procedure for conducting BOSS, FAB, BIP, CBA ▪ Provide technical assistance ▪ Attend and participate in team meetings on regular basis ▪ Participate in training and collaborative activities with team and other CPS departments or partners ▪ Complete and maintain program related documentation on regular basis ▪ Develop reports and presentations as needed ▪ Develop and conduct local and citywide professional development ▪ Other duties as assigned Qualifications: Bachelor's or Master's Degree from an accredited college or university in Education, Special Education or Social Science preferred. A minimum of 3-5 years of work experience, preferably with School Based Problem Solving is highly preferred. <ul style="list-style-type: none"> ▪ Ability to adapt easily to change and shift in work assignments and tasks ▪ Strong interpersonal skills and proven ability to function as part of a team (cont...)

Other information

- Ability to interpret and analyze data for decision making purposes
- Strong verbal, written and computer skills
- Willingness and ability to travel to multiple sites on a citywide basis
- Knowledge and experience in problem solving methodology
- Ability to provide electronic or written documentation in a timely manner

TEACHING OPPORTUNITIES POSITION INFORMATION

BULLETIN NO.: 222
DATE: JANUARY 27, 2010

RESIDENCY REQUIREMENTS (04-0825-P02)

All employees of the Chicago Public Schools must adhere to the Residency Policy for All Employees of the Board of Education, adopted by Board Action on August 25, 2004, Board Report Number 04-0825-P02. All officers and employees hired on or after the effective date of the residency policy November 20, 1996 will be required to be actual residents of the City of Chicago within six months from the day their employment begins.

SALARY

Based on the salary the individual would receive at the appropriate lane and step of the 40-week teacher salary schedule.

APPLICATION

Interested, qualified persons are encouraged to communicate directly with the administrative unit head named by letter or by telephone.

The letter of application should contain the following information in the upper right-hand corner: bulletin number; position title, name of school; and the applicant's name, current work location, telephone number, home address and telephone number. (Note: Copy/copies of required certificate(s) should be submitted with application for position. Certificate(s) must show a current registration date.)

A separate letter of application and résumé must be submitted for each advertised teaching vacancy the applicant seeks. Send copies of letter of application, résumé and certificate(s) for each position to **Résumé Intake Mailbox**, Department of Human Resources, 125 South Clark St., 2nd Floor, Chicago, Illinois 60603 (or GSR #125). Initial screening will be based on the contents of the letter of application and résumé. Letters of Application will not be accepted through e-mail.

APPLICATION DEADLINE: by 5:00 p.m. of the close of the Business Day of February 10, 2010

STAFFING

Staffing will be consistent with the *Plan for...Integration of Faculties* and established personnel policies and procedures of the Board of Education of the City of Chicago.

If the advertised position is closed or eliminated or if the employee appointed to the position is relieved of his or her duties and responsibilities in the position for any reason except good cause, the Board of Education of the City of Chicago will accept application from the employee for another available position appropriate with the employee's certification.

It is the policy of the Board of Education of the City of Chicago not to discriminate on the basis of race, color, creed, religion, national origin, age, disability or sex. Inquiries concerning the application of Title IX of the Education of Amendments of 1972 and the regulations promulgated there under concerning sex discrimination should be referred to the Title IX Officer, Chicago Public Schools, 125 South Clark, Chicago, IL, 773-553-2688 (TTY-773-553-2699).