



CHICAGO PUBLIC SCHOOLS
WEEKLY PUBLICATION: FEBRUARY 3, 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 HR 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 rbiégaj@cps.k12.il.us Richard Biegaj, Compensation Management. Approved Requests will be forwarded to Ms. Rosa Franco-Treviño in Human Resources for advertisement in the e-Bulletin.

- An original Position Description, Approval request with Signature, **must** be sent to Ms. Franco-Treviño, Department of Human Resources, 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.**
 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 and Development. Any questions concerning the approvals call the Office of Principals Preparation and Development at: (773) 553-1515

The Office of Principals Preparation and Development will forward the approved posting to Ms. Rosa Franco-Treviño in the Office of Human Capital Recruitment and Workforce Planning, 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 and Development for review and posting approval.

Request Due in PPD by the end of the business day	Bulletin Date	Request Due in PPD 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 medical 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>	Days on Payroll <u>Vacation Days</u>	Number of Paid
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: FEBRUARY 3, 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

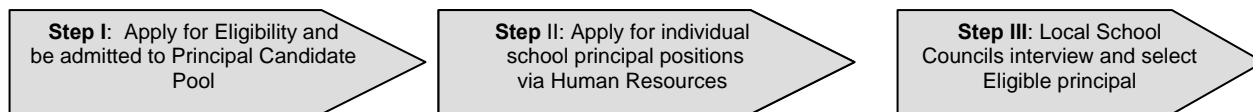
Thank you for your interest in a principalship at Chicago Public Schools!

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: 225
DATE: FEBRUARY 3, 2010

Cluster/Area	01/02
School Name/Address	John C. Coonley Elementary School 4046 North Leavitt Street Chicago IL 60618
Administrative Grade	VIII
Submit To	Anne Tremmel & Linda Lesondak John C. Coonley Elementary School Local School Council To apply, candidates must submit their resume, cover letter and requested application materials to CPSPrincipals@cps.k12.il.us as outlined in <i>Principalship Position Information</i>
Application Deadline	March 5, 2010
Other Information	<p>This is a four-year performance contract. 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." Please see <i>Principalship Position Information</i> for more information or visit www.oppdcps.com.</p> <p>We are seeking candidates with the following minimum qualifications:</p> <ul style="list-style-type: none">• Three or more years of documented administrative experience, along with proven administrative, organizational, management, marketing, communication and leadership skills• Demonstrate an ability to grow student enrollment and develop school reputation in conjunction with school, parent and community stakeholders• Demonstrated ability to develop, implement and monitor the budget and SIPAAA• Commitment to serving and maximizing the potential of students requiring special education; has experience of special education practices, including Least Restrictive Environment• Ability and experience leading professional learning communities that focus on program implementation of TAP, SCRMA and CMSI• Experience in technology curriculum integration for the advancement of student achievement• Willingness to support and spearhead extracurricular activities to assist in the development of the student body• Eagerness to champion new ideas that support the goals of the school, and openness to new ideas• Knowledge of resources and desire to secure CPS, community and nonprofit partners to augment current academic and fine arts curriculum <p>Along with a resume, candidates should include; 1) a cover letter explaining why they consider themselves uniquely qualified for the position, 2) a list of professional accomplishments; and 3) three letters of professional reference. The above should be sent 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>

Cluster/Area	02/06
School Name/Address	Drummond Montessori Magnet School 1845 W. Cortland Chicago, IL 60622 http://www.drummondschool.org/
Administrative Grade	VII
Submit To	Jonathan Goldman LSC Chairperson CSPPrincipals@cps.k12.il.us To apply, candidates must submit their resume, cover letter and requested application materials to CSPPrincipals@cps.k12.il.us as outlined in <i>Principalship Position Information</i> .
Application Deadline	February 19, 2010
Other Information	<p>This is a four-year performance contract. 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." Please see <i>Principalship Position Information</i> for more information or visit www.opdcps.com.</p> <p>The nation's first Montessori public school in a major urban district, Drummond Montessori Magnet School has achieved local and national recognition for its innovative programming, rapidly advancing test scores, and commitment to diversity in an intimate small school setting. In its sixth year as a Montessori school, Drummond implements a year-round Montessori curriculum from Early Childhood through 6th grade, and plans to expand the Montessori program through 8th grade next year. Two years ago, the school community transformed a 63,000 square foot parking lot into green space to complement the Montessori curriculum. Drummond's 322 students range in age from 3 – 14 years old, and mirror the rich diversity of Chicago. Parents and community members work closely with teachers and school administrators to support the strength of the Montessori program, provide resources throughout the school, and build a vibrant school community. Drummond seeks a principal to carry on our school's 100+ years of commitment to the community, build on our recent achievements, and further our transformation into a ground-breaking urban Montessori public school.</p> <p>Qualified applicants will preferably meet the following criteria:</p> <ul style="list-style-type: none">• Proven leadership in management, school administration, budgets, internal accounts, and school improvement processes;• Dedication to educational excellence for all students and teachers, in both Montessori and traditional programs;• Working knowledge of Montessori philosophy and practice;• Montessori administrator certification;• Experience in developing a strategic vision and long-range planning;• Commitment to team-building and collaborative leadership;• Excellent communication, interpersonal, and presentation skills;• Outstanding record and results as an educational leader, balancing Montessori practice with ISBE requirements;• Ability to build consensus and forge relationships with various constituencies;• Leadership in creating an inviting and safe learning environment;• Experience working with a multicultural community;• Familiarity with the history, policies and role of magnet schools; and• Demonstrated ability to work with a specialized school within a large public system.• To apply, candidates must submit their resume, cover letter and requested application materials to CSPPrincipals@cps.k12.il.us. Please see the preceding <i>Principalship Position Information</i> for application instructions. Paper applications will not be accepted.

ADMINISTRATIVE POSITIONS

BULLETIN No: 226
DATE: FEBRUARY 3, 2010

Title	Turnaround Director of Teaching and Learning
Location	Office of School Turnaround 125 S. Clark Street Chicago, IL 606603 85% School Based / 15% Central Office
Position Number	TBD
Position Value	1.0
Position Grade	Salary Band 8
Budget Classification	TBD
Position Period	12 months
Salary	Minimum: \$ 95,100 Midpoint: \$114,600 Maximum: \$136,000
Position Summary	<p>The Director of Teaching and Learning is a vital member of the Office of School Turnaround (OST) Leadership Team as a proven successful curriculum and instruction leader. This position will direct and manage the Teaching and Learning Team who is collaboratively responsible for implementing Phase 2 of the CPS Turnaround Model. This will include directing the development, knowledge management, implementation and evaluation of the CPS Turnaround Model Phase 2.</p> <p>This position's duties include but are not limited to the following:</p> <ul style="list-style-type: none">• Utilize project management skills, combined with subject matter expertise to leverage all available district and community resources toward improving student learning• Play a vital leadership role to ensure the successful transition of classroom learning environments into models of student learning and a dramatic improvement in state assessment results during the second year of a turnaround throughout implementation <p>Principal Accountabilities</p> <ol style="list-style-type: none">1. Raise EPAS and PSAE scores2. Shape and support the philosophy and vision of the Chicago Public Schools and CPS Office of School Turnaround.3. Serve as leader of the Turnaround Teaching & Learning Team responsible for leading the implementation of Phases 2 of the OST Turnaround Model.4. Direct the development, knowledge management, implementation and evaluation of all aspects of the CPS Turnaround Model Phase 2.5. Facilitate development the school administrative team, especially the Assistant Principal for Teaching and Learning, and fully indoctrinate them in the CPS Turnaround Model.6. Identify, cultivate, and facilitate the development of direct reports.7. React proactively with regard to data analysis.8. Create positive relationships with administrators, school community members, district staff, and building staff.9. Communicate effectively with all members of the school community.10. React to change productively and handle other tasks as assigned.11. Demonstrate willingness to assume leadership positions. (cont...)

Position Summary

General Responsibilities

1. Manage the Turnaround Resource Allocation Manager to ensure all projects related to scheduling are executed efficiently and issues are resolved quickly.
2. Manage a team of Turnaround Teaching and Learning Specialists to ensure all aspects of the Teaching and Learning portion of the CPS Turnaround Model are developed, productized, implemented efficiently, and evaluated appropriately. Ensure Specialists are utilized effectively and efficiently to develop all building instructional staff.
3. Ensure that Subject Matter Experts (SMEs) leveraged by OST are developed fully and leveraged appropriately to ensure success. Ensure issues are resolved quickly.
4. Closely collaborating with the OST Deputy Director of Operations, actively support the hiring process and ensure the staffing needs of all Turnaround Schools are being met. Actively participate in the selection of the building leadership team and teaching staff.
5. Advise and consult regarding the development of the Office of School Turnaround budget and the development of individual school budgets for all Turnaround Schools.
6. Ensure that Subject Matter Experts (SMEs) leveraged by OST are developed fully and leveraged appropriately to ensure success. Ensure issues are resolved quickly.
7. Closely collaborating with the OST Deputy Director of Operations, actively support the hiring process and ensure the staffing needs of all Turnaround Schools are being met. Actively participate in the selection of the building leadership team and teaching staff.
8. Advise and consult regarding the development of the Office of School Turnaround budget and the development of individual school budgets for all Turnaround Schools.
9. Attend national conferences to stay abreast of best practices and to create a network of contacts among national thought leaders and local subject matter experts.
10. Develop relationships with community leaders of all Turnaround Schools.
11. Direct the Teaching and Learning Team to formulate and articulate a clear vision regarding the qualities of an effective learning environment and modify and revise in accordance with community feedback and local particularities.
12. Sponsor turnaround symposia with local, regional, and national partners to share best practices
13. Act as a primary thought leader in school Turnaround directing the development and enhancement of the CPS Turnaround Model Phases 2 in collaboration with recognized national thought partners and local subject matter experts.
14. Organize Teaching and Learning retreats, collaboration, and learning opportunities on intervals that make sense. Organize Subject Matter Expert retreats, collaboration, and learning opportunities on intervals that make sense.
15. Direct the Director of the CPS Turnaround Institute and Teaching and Learning Team to develop and orchestrate professional development programming that focus on objectives related to school and/or individual improvement plans.
16. In concert with the Director of School Development, create and execute a transition plan for each school as they transition from Phase I into a Phase 2 school and prepare the team to move on to the next turnaround high school.
17. Perform other tasks consistent with the goals and objectives of this position as assigned by the Turnaround Officer.

Qualifications

- Doctorate or Master's Degree in Curriculum and Instruction or related field is required with a strong emphasis on data-informed instruction that raises student achievement as measured by standardized test scores
- Principal Certification is required
- A minimum of 10 years of highly successful related experience, including documented curriculum development and teacher development
- Documented skills in leading highly productive teams through complex situations
- Demonstrated mastery of research-based teaching and learning best practices
- Previous supervision and evaluation of staff (cont...)

Qualifications

- Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective
- Possess an attuned appreciation for cultural awareness and competency and a staunch commitment to continuously develop insight and proficiencies related to such matters
- Effective oral and written communication skills

BULLETIN No: 227
DATE: FEBRUARY 3, 2010

Title	Accountant (Professional III)
Location	Office of Finance Department of Accounting 125 South Clark Street, 14 th Floor Chicago, Illinois 60603
Position Number	TBD
Position Value	1.0
Position Grade	A05 (Salary Band 5)
Budget Classification	12410-115-000000-252501-000000
Position Period	12 Months
Salary	Minimum: \$53,000, Midpoint: \$63,600, Maximum: \$74,200
Position Summary	Accountant (Accounting) - Under supervision, participate in the maintenance of the general ledger; code, record and update journal entries including expenditures, account transfers and budget transfers using manual and computerized spreadsheets; audit financial documents to ensure entries are accurate, appropriately allocated to accounts and comply with contract and funding guidelines, as well as Board policy; document errors and reconcile assigned accounts; prepare financial statements, balance sheets and financial reports of a moderately complex nature; analyze historical records and forecast future expenditures and revenues; participate in the compilation and analysis of fiscal data for inclusion in the Comprehensive Annual Financial report (CAFR), as well as other related duties as required.
Qualifications	Education Required: B.A./B.S. Experience Required: 2+ years accounting Certificates or Licenses: CPA a plus

BULLETIN No: 228
DATE: FEBRUARY 3, 2010

Title	Turnaround Administrator of Curriculum and Instruction (Senior Professional)
Location	CPS Office of School Turnaround 125 South Clark Street, 9 th Floor Chicago, Illinois 60603
Position Number	TBD
Position Value	1.0
Position Grade	A08 (Salary Band 8)
Budget Classification	13740-115-51100-231126-000000
Position Period	12 months
Salary	Minimum: \$95,100, Midpoint: \$114,600 Maximum: \$136,000
Position Summary	Principal Accountabilities include: <ol style="list-style-type: none"> 1. Oversee, direct and evaluate the Teaching and Learning Team who will take a lead in developing teachers of a new Turnaround School to implement Phase 2 of the CPS Turnaround Model. 2. Direct the development, knowledge management, productization, implementation and evaluation of all aspects of the CPS Turnaround Model Phases 2.

(cont...)

Position Summary

3. Direct the creation and execution of a detailed project plan to guide the implementation of Phases 2 of the CPS Turnaround Model.
4. Manage the Turnaround Resource Allocation Manager to ensure all projects related to scheduling are executed efficiently and issues are resolved quickly.
5. Manage a team of Turnaround Teaching and Learning Specialists to ensure all aspects of the Teaching and Learning portion of the CPS Turnaround Model are developed, productized, implemented efficiently, and evaluated appropriately. Ensure Specialists are utilized effectively and efficiently to develop all building instructional staff.
6. Ensure that Subject Matter Experts (SMEs) leveraged by OST are developed fully and leveraged appropriately to ensure success. Ensure issues are resolved quickly.

Viable candidates for the Curriculum & Instruction vacancy will have mastered the following prior to application:

- Knowledge of current education policy trends
- Proven experience leading urban high schools to higher test scores
- Extensive knowledge of interim assessment systems
- Success with professional development design and delivery to help teachers raise test scores using data
- A belief that every student can learn to high levels

Turnaround Administrators are highly motivated educational change agents who possess these characteristics:

1. Self starting
2. Able to adapt to the complexities of the urban school environment
3. Strong beliefs that all students can learn and thrive when given the chance and a demonstrated commitment to social justice
4. Creative thinking
5. Analytical
6. Familiar with best practices on the school level that create and sustain change
7. Able to build capacity in others

Office of School Turnaround staff do everything to ensure that the schools work in fidelity to the turnaround model. In addition to being generalists who can adapt to any need during implementation, we are looking for people with one or more specializations in the following areas:

1. Data-driven curriculum and instruction
2. Assessment design
3. Restorative justice and developmental discipline approaches
4. Community organizing and engagement
5. Response to Intervention and trauma-informed behavioral health
6. Educational policy analysis and creation

Qualifications

Specific qualifications for the Director of Curriculum and Instruction include:

- 3 or more years of direct school level experience in an urban high school or related setting.
- Valid Type 75 Certificate issued by ISBE is required
- Strong general knowledge of the population of students at risk of dropping out and experience with successful intervention strategies for these students.
- Have led a team of adults around a particular student-related instructional goal(s) with proven results.
- Experience providing professional development for a group or team of adults.

For a complete description of this role, please email: OSThiring@gmail.com

	BULLETIN NO: 229 DATE: FEBRUARY 3, 2010
Title	Property Manager (Professional V)
Location	Department of Facilities 125 S. Clark Street, 17th Floor Chicago, Illinois 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 Work with the Director of Facilities Asset Management to develop a short and long term strategy regarding the board's real estate portfolio. Negotiating and drafting lease, license, use and right of entry, and Intergovernmental Agreements related to the use of Board property and the use of other property by the Board. Negotiate and draft license, usage and event agreements for schools. Draft Board Reports to authorize and approve leases, licenses, sales and purchase and Intergovernmental Agreements. Attending zoning hearings and other governmental functions.
Key Responsibilities include:

1. Assist outside counsel in identifying and acquiring land for construction of new schools.
2. Assist real estate brokers in locating alternative sites and properties for existing schools.
3. Market and Manage the Board's surplus property portfolio .
4. Negotiate leases, sale/purchase contracts and Intergovernmental Agreements.
5. Drafting leases, licenses and Intergovernmental Agreements.
6. Draft Board Reports to approve and authorize leases, licenses, sales/purchase and Intergovernmental Agreements.
7. In conjunction with the Director of Asset Management, provide oversight regarding the leasing and licensing of school facilities.

Qualifications **Education and Experience:**
Education Required: Bachelors Degree; Law Degree
Experience Required: 2-3 years of legal practice in the real estate and municipal law area.
Certificates or Licenses Required: Active Illinois Law License

BULLETIN NO: 230
DATE: FEBRUARY 3, 2010

Title **Officer of Medical Affairs and Health Policy**
Location **Office of the Chief Executive Officer**
 125 South Clark Street, 5th floor
 Chicago, Illinois 60603 (GSR #125)
Position Number TBD
Position Value 1.0
Position Grade A09 (Salary Band 9)
Budget Classification To Be Determined
Position Period 12 Months
Salary Minimum: \$118,700 Midpoint: \$144,200 Maximum: \$169,700
Position Summary The major responsibility of this position is to launch and direct efforts to advance the goals and objectives of the **Chicago School Health Collaborative**: a shared endeavor of the executive leadership of the Chicago Public Schools and the Chicago Department of Public Health. The Officer of Medical Affairs and Health Policy will conduct his/her work from the CEO's Office in the Chicago Public Schools, and work directly with the Commissioner of Public Health and other members of the School Health Executive Committee. The Officer will be a leading medical authority in the school system, and an advocate for health-promoting behaviors, programs and policies that are most likely to improve the health status and school performance of Chicago Public School students. A successful candidate will bring together staff from CPS and CDPH, partners in the community, academics, policymakers, and local and national advisors to coordinate multi-level responses to complex school health issues such as violence, mental health, and chronic diseases.

- Institutionalize a partnership with the Chicago Department of Public Health, and other members of the Chicago School Health Executive Committee.

 (cont...)

Position Summary

- Facilitate the implementation of the work of the Chicago School Health Collaborative and its School Health Executive Committee.
- Serve as the key liaison to all Chicago School Health Executive Committee members.
- Serve as the key spokesperson for health policy and medical affairs issues that arise at CPS.
- Work with CPS and CDPH employees to prioritize and integrate health policy and programming into existing operations.
- Supervises the development, implementation, and evaluation of the Collaborative's initiatives related to the national Leading Health Indicators; including violence prevention, children's behavioral health, and chronic disease prevention.
- Applies analytic assessment skills related to the Leading Health Indicators.
- Develops formal collaborations with internal CPS and CDPH departments, city agencies, and community based partners to identify and address barriers to the advancement of evidence-based school health.
- Assists with the financial planning and budgetary process to ensure efficient use of health-related resources.
- Develops, implements, and monitors organizational performance standards related to school health.
- Work with national and local experts and advocates to develop policy and research agendas consistent with the priorities of the School Health Executive Committee.
- Collaborate to organize training opportunities for administrators, teachers, and building engineers (among others) on a range of school health issues, including, but not limited to: violence prevention, the promotion of mental health, and chronic disease prevention.
- Other duties as assigned.

Qualifications

- Degree of doctor of medicine or an equivalent degree resulting from a course of education in medicine or osteopathic medicine; those with additional education in public health or related field preferred (e.g. M.Ph.).
- Current, full and unrestricted license or eligible to practice medicine or surgery in the State of Illinois.
- Board certified or board eligible in Internal Medicine, Family Practice, Pediatrics, or Psychiatry is preferred.
- At least five years experience in a health policy or medical affairs related position.
- Senior level experience supporting budget and personnel management.
- Successful history of creating partnerships within and with public agencies.
- Working knowledge of urban public health and school health issues.
- Strong connections with other public agencies and nonprofit organizations.
- Excellent written and verbal communication skills.
- Ability to prioritize, set, take leadership on, and achieve short and long term goals.
- Chicago residency required within six months.
- Bilingual candidates are encouraged to apply.

ADMINISTRATIVE POSITION INFORMATION

BULLETIN No: 226, 227, 228, 229, 230
DATE: FEBRUARY 3, 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 19, 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.

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EDUCATIONAL SUPPORT PERSONNEL POSITIONS

BULLETIN No: 231
DATE: FEBRUARY 3, 2010

Title	School Bus Aide (IMMEDIATE OPENING)
Location	Hinton Elementary School – Unit #7250 644 West 71 st Street Chicago, IL 60621 (or GSR #45) (773) 535-3885 fax <i>Please forward all resumes via U.S. Mail, fax or CPS mail run (no emails).</i>
Position Number	TBD
Position Value	1.0
Position Grade	130
Budget Classification	26371.115.52100.255051.376709
Position Period	38.60 Weeks
Salary	The minimum annual salary is: \$ 13,719.11
Position Summary	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: 231
DATE: FEBRUARY 3, 2010

RESIDENCY REQUIREMENTS (04-0825-P02)

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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 19, 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.

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COUNSELOR POSITIONS

BULLETIN No: 232
DATE: FEBRUARY 3, 2010

Cluster/Area	AMPS/05
School Name/ Address	Pasteur School 5825 S. Kostner Avenue Chicago, IL 60629 (or GSR # 44)
Telephone	(773) 535-2270
Fax	(773) 535-2235
Certificate Requirements	See Counselor Position Information
Submit To Principal:	James B. Gilliat
Other Information	This is an Elementary Counselor/Case manger position. Candidates must demonstrate the following: <ul style="list-style-type: none"> • Knowledge of Special Education and LRE Process • Have experience with and knowledge of School Based Problem Solving • Responsible for 8th grade high school application process • Highly proficient technology skills (i.e. - CPS Electronic IEP, attendance) • Preference given to candidate with Type 3/Type 10 certificate • Preference given to Bilingual Spanish <p>Along with resume, candidate should include a recent evaluation as well as two letters of reference.</p>

Cluster/Area	21
School Name/ Address	G. Westinghouse College Prep (GWCP) – Unit #53071 3223 W. Franklin Blvd. Chicago, Illinois 60624 www.newwestinghouse.org
Telephone	
Fax	
Certificate Requirements	See Counselor Position Information
Submit To Principal:	gljones@cps.k12.k12.il.us
Other Information	School Description: GWCP is new selective enrollment high school located in the East Garfield Park community. GWCP is a hybrid college and careers educational model. All students are exposed to a rigorous college preparatory curriculum, with Advanced Placement options, beginning in the freshmen year. Qualifications: Successful candidates must possess the following attributes: <ul style="list-style-type: none"> • Strong knowledge of content; • Desire to understand and build positive relationships with students; • Experience with rigorous and relevant instructional design; • Willingness and desire to engage in the curriculum mapping process; • Experience with assessment design that is diagnostic and varied; • Successful experience with creating a student-friendly classroom environment; • Experience with the use of data to help improve student performance; • Experience with collaborative action-research that improved teacher practice and student learning; • Experience with leading professional development & teacher workshops; • Interest in participatory leadership and teacher collaboration; and • Willingness to lead an after-school program or coach a team sport (cont...)

Other Information

Other Disciplines: In addition, GWCP is seeking industry professionals for the following career academies: 1) broadcast technology/journalism; 2) business; 3) health sciences; and 4) information technology.

Qualifications:

Successful candidates must possess, but not limited too, the following attributes:

- Successful industry specific experience;
- Industry recognized designations and/or other certifications;
- Strong technical background;
- Exceptional written and communication skills;
- Strong desire for professional growth
- Portfolio of business partnerships; and
- Multiple teaching endorsements (preferred)

Submit:: All cover letters /resumes must be emailed to gljones@cps.k12.k12.il.us

COUNSELOR POSITION INFORMATION

BULLETIN No: 232
DATE: FEBRUARY 3, 2010

QUALIFICATIONS

Applicants must have been awarded from an accredited college or university a master's degree in guidance and counseling or a master's degree for completion of an approved program in guidance, consisting of 48 semester hours of coursework. Applicants must also hold a valid Type 73 State of Illinois School Service Personnel Certificate with an Endorsement Guidance. (Note: Certificate(s) must show a current registration date.)

RESIDENCY REQUIREMENTS (04-0825-P02)

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SALARY

Based on the appropriate lane and step of the 40-week teacher salary schedule.

APPLICATION

Qualified persons interested in applying for the position must submit a letter of application, a résumé and a copy of the certificate(s) to the principal of the school in which the vacancy exists.

A separate letter of application and résumé must be submitted for each advertised counselor vacancy the applicant seeks. Send copies of application, résumé, and certificate(s) to **Résumé Intake Mailbox**, Department of Human Resources, 125 South Clark St., 2nd Floor, Chicago, Illinois 60603 (or GSR #125).

The letter of application should contain the following information in the upper right-hand corner: bulletin number; position number or title and name of school; and applicant's name, current work location, and home address and telephone number. Initial screening will be based on the contents of the letter of application and résumé.

APPLICATION DEADLINE: by 5:00 p.m. of the close of the Business Day of February 19, 2010

SELECTION

Staffing of programs 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.

Principals should review all letters from applicants and must conduct applicant interviews after receiving from the Department of Human Resources a list of applicants and a recommendation form for completion for the advertised position at their schools.

The principal will submit for processing a recommendation to the Department of Human Resources, 125 South Clark St., 2nd Floor, Chicago, Illinois 60603 (or GSR #125).

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.

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TEACHING OPPORTUNITIES POSITIONS

BULLETIN No.: 233
DATE: FEBRUARY 3, 2010

Cluster/Area	01/02
School Name/Address	Gale Academy - Unit #31081 1631 West Jonquil Terrace Chicago, IL 60626 (or GSR #32)
Telephone	(773) 534-2100
Fax	(773) 534-2188
Grade or Subject	5th/6th
Certificate Requirements	Type 03 w/Language Arts and Bilingual/ELL Endorsement
Submit To Principal	Ms. Cassandra Washington
Other information	The candidate must have: <ul style="list-style-type: none">• Teaching experience in middle or upper grades.• Excellent classroom management skills and discipline.• Experience working in a departmental setting and working in a team.• Excellent interpersonal relationship skills.• Ability to analyze test data in order to drive instruction.• An understanding of the Illinois Learning Standards• An ability to maintain a positive and motivating student-centered classroom environment.• Previous applicants need not reapply. Resumes will be accepted via e-mailed only to: cwashington1@cps.k12.il.us . No Faxes, please.
Cluster/Area	01/02
School Name/Address	New Field School – Unit #7060 1707 W. Morse Chicago, IL 60626 (or GSR #32)
Telephone	(773) 534-2760
Fax	(773) 534-2773
Grade or Subject	Headstart
Certificate Requirements	Type 04
Submit To Principal	Susan Kilbane
Other information	This is a temporary position, covering for a teacher on maternity leave.
Cluster/Area	01/02
School Name/Address	Rogers School – Unit # 7345 N. Washtenaw Av. Chicago, IL 60645 (or GSR #32)
Telephone	(773) 534-2125
Fax	(773) 534-2193
Grade or Subject	Vietnamese Bilingual Resource K-8th
Certificate Requirements	Type 03 w/Vietnamese Bilingual Endorsement
Submit To Principal	Christine Jabbari
Other information	Submit resume and cover letter via email at: cjabbari@cps.k12.il.us Looking for candidate who is organized and knowledgeable in WIDA, Illinois State Standards, differentiated instruction, and standardized testing. Must collaborate and plan with Regular and Special Education Teachers.

Cluster/Area	06/23
School Name/Address	Bogan High School - Unit #46041 3939 West 79 th Chicago, IL 60652 (or GSR #44)
Telephone	(773) 535-2180
Fax	(773) 535-2165
Grade or Subject	High School - Autism
Certificate Requirements	Type 10
Submit To Principal	Kenneth E. McNeal
Other information	This is an anticipated vacancy. Bogan High School is seeking a candidate who is energetic and motivated. <ul style="list-style-type: none"> • Must possess strong interpersonal skills and be able to work collaboratively with a diverse staff, student, and parent population. • Must possess effective classroom management skills and excellent communication skills.

Cluster/Area	06/23
School Name/Address	Bogan High School - Unit #46041 3939 West 79 th Chicago, IL 60652 (or GSR #44)
Telephone	773 535-2180
Fax	773 535-2165
Grade or Subject	Spanish-High School
Certificate Requirements	Type 9 w/Spanish Endorsement
Submit To Principal	Kenneth E. McNeal
Other information	Bogan High School is seeking a candidate who is energetic and motivated. <ul style="list-style-type: none"> • Must possess strong interpersonal skills and be able to work collaboratively with a diverse staff, student, and parent population. • Must possess effective classroom management skills and excellent communication skills

Cluster/Area	06/17
School Name/Address	Bouchet Math & Science Academy – Unit #2430 7355 S. Jeffery Chicago, IL 60649 (or GSR# 49)
Telephone	(773) 535-0501
Fax	(773) 535-0559
Grade or Subject	Cross Categorical - Special Education
Certificate Requirements	Type 10 or Special Education Endorsement
Submit To Principal	Mrs. Kim Sims
Other information	Ideal candidate will: <ul style="list-style-type: none"> • have experience working with special education students • possess good classroom management skills • participate in IEP Conferences • have knowledge of LRE • demonstrate knowledge and ability to complete IEP's • demonstrate ability to collaborate with colleagues, parents, staff, administration • use a variety of instructional strategies • have excellent organizational skills • Compilation of Anecdotal N • set high standards and expectations for all students utilize data to drive instruction

Cluster/Area	06/26
School Name/Address	Hyde Park Academy High School - Unit #46171 6220 S. Stony Island Ave. Chicago, IL 60637 (or GSR #42)
Telephone	(773) 535-0880
Fax	(773) 535-0633
Grade or Subject	9-12 English
Certificate Requirements	Type 09, 6-12w/English Endorsement
Submit To Principal	Thomas C. Trotter
Other information	<ul style="list-style-type: none"> • Be motivated, creative, organized, energetic and excellent communication and classroom management skills. • Have the ability to work collaborative with team, teach across the curriculum, and use engaging teaching strategies.

Cluster/Area	21
School Name/Address	G. Westinghouse College Prep (GWCP) – Unit #53071 3223 W. Franklin Blvd. Chicago, Illinois 60624 www.newwestinghouse.org
Telephone	
Fax	
Grade or Subject	English; Mathematics; Physical Education Social Studies; Science; Special Education; and World Languages
Certificate Requirements	Type 10 or Type 09 w/Endorsement in the following areas: English; Mathematics; Physical Education Social Studies; Science; Special Education; and World Languages
Submit To Principal	gljones@cps.k12.k12.il.us
Other information	<p>Content/Discipline: GWCP is seeking highly qualified and exceptional teachers in the following areas: 1) English; 2) mathematics; 3) physical education 4) social studies; 4) science; 5) special education; 6) world languages; and 7) counseling.</p> <p>Certification: Valid ISBE certificate, or alternative certification issued by the Illinois State Board of Education. Candidate must possess appropriate content area certification or endorsement(s).</p> <p>School Description: GWCP is new selective enrollment high school located in the East Garfield Park community. GWCP is a hybrid college and careers educational model.</p> <p>All students are exposed to a rigorous college preparatory curriculum, with Advanced Placement options, beginning in the freshmen year.</p> <p>Qualifications: Successful candidates must possess the following attributes:</p> <ul style="list-style-type: none"> • Strong knowledge of content; • Desire to understand and build positive relationships with students; • Experience with rigorous and relevant instructional design; • Willingness and desire to engage in the curriculum mapping process; • Experience with assessment design that is diagnostic and varied; • Successful experience with creating a student-friendly classroom environment; • Experience with the use of data to help improve student performance; • Experience with collaborative action-research that improved teacher practice and student learning; • Experience with leading professional development & teacher workshops; • Interest in participatory leadership and teacher collaboration; and • Willingness to lead an after-school program or coach a team sport <p>Other Disciplines: In addition, GWCP is seeking industry professionals for the following career academies: 1) broadcast technology/journalism; 2) business; 3) health sciences; and 4) information technology. (cont...)</p>

Other information**Qualifications:**

Successful candidates must possess, but not limited too, the following attributes:

- Successful industry specific experience;
- Industry recognized designations and/or other certifications;
- Strong technical background;
- Exceptional written and communication skills;
- Strong desire for professional growth
- Portfolio of business partnerships; and
- Multiple teaching endorsements (preferred)

Submit:: All cover letters /resumes must be emailed to gljones@cps.k12.k12.il.us

Cluster/Area**AMPS/54****School Name/Address****Kellogg School – Unit # 4240 /Oracle #23971**

9241 South Leavitt

Chicago, IL 60643 (or GSR #49)

Telephone

(773) 535-2590

Fax

(773) 535-2591

Grade or Subject**Special Education / Primary Separate Classroom and Inclusion****Certificate Requirements**

Type 03 w/Special Education endorsement

Submit To PrincipalAlbert Chaps amchaps@cps.edu**Other information**

Must be endorsed Special Ed.

Submit via email or fax, no phone calls.

Position available immediately.

Cluster/Area

00/54

School Name/Address**Lindblom Math & Science Academy – Unit #7110**

6130 S. Wolcott

Chicago, IL 60636 (or GSR # 43)

Telephone

773.535.9300

Fax

773.535.9314

Grade or Subject**High School Music/Vocal****Certificate Requirements**

Type 09 w/Music/Vocal Endorsement

Submit To Principal

Alan Mather, Principal

Other information

Lindblom Math & Science Academy is looking for a visionary, energetic music Teacher (focus: instrumental) for the 2010-2011 school year. The successful candidate must be willing to be integral to the creation of a unique learning community, dedicated to engaging and challenging bright adolescents in a warm, supportive atmosphere and serving the greater Englewood community. The successful candidate should be technologically adept, well-practiced in the art of collaborative learning and secure in his/her ability to facilitate students' explorations that will lead to new levels of understanding and meaning. Lindblom is the only Chicago public school on a "balanced calendar," with classes beginning around August 1. Those willing to coach/lead extracurricular activities are encouraged to apply. Illinois certification is required before 08/10. Please visit us at www.lmsa.cps.k12.il.us

Please do not fax.

Please email a resume and cover letter to:

Alan Mather, Principal, email: awmather@cps.k12.il.us

And Nathan Diamond, Fine Arts Chair at: nhdiamond@cps.edu

TEACHING OPPORTUNITIES POSITION INFORMATI

BULLETIN NO.: 233
DATE: FEBRUARY 3, 2010

RESIDENCY REQUIREMENTS (04-0825-P02)

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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 19, 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.

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