



CHICAGO PUBLIC SCHOOLS  
WEEKLY PUBLICATION: AUGUST 25, 2010

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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 Office 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 Rosa Franco-Treviño 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](mailto: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 [ ]	
[ ] Counselor [ ] Head Teacher [ ] School Nurse [ ] School Psychologist [ ] School Social Worker	Teacher: [ ] Regular {49} [ ] Bilingual {55} [ ] Options {54}

- Cluster/Area or Site
- School Name and Unit #
- Address
- City, State, Zip code, GSR #
- Telephone Number
- Fax Number
- Grade or Subject
- Certificate Requirements
- Submit To: Principal
- Other Information

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

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

♦ **For Central and Area Offices only:**

The following procedures have been established for posting **Administrators and ESP** positions:

1. Request a PERSONNEL BULLETIN TEMPLATE to submit your information as a Microsoft Word Document. Complete the Position Description and Approval advertisement request forms for each position requested to be advertised and **e-mailed for approval of the posting** to: [rbiegaj@cps.k12.il.us](mailto:rbiegaj@cps.k12.il.us) Richard Biegaj, Office of Compensation Management. Approved Requests will be forwarded to Rosa Franco-Treviño, for advertisement in the e-Bulletin.

- **An original Position Description, Approval request with Signature, must be sent to Rosa Franco-Treviño, Office of Human Capital, Recruitment and Workforce Planning, 2<sup>nd</sup> Floor.**

2. The new deadline for hiring managers to submit positions for posting in the HC Personnel Bulletin will be Friday by 5:00 p.m. 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. **The Hiring Manager must obtain approval for posting from Compensation Management prior to submitting posting request to HC/RWP**
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.

♦ **Principalship Positions only:**

1. **Dear Local School Council,** Please contact the Office of Principals Preparation and Development to request the Personnel Bulletin Template and posting guidelines at: 773-553-1515, or the Office of Human Capital at: 773-553-2693.
2. The Approved posting will be forwarded to Rosa Franco-Treviño, Office of Human Capital, for advertisement in the e-Bulletin.

If you have any questions, please call Rosa 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 by:

Request Due in HR by the end of the business day	Bulletin Date	Request Due in HR by the end of the business day	Bulletin Date
August 19, 2009	September 2, 2009	March 10, 2010	March 24, 2010
August 26, 2009	September 9, 2009	<b>March 17, 2010</b>	<b>March 31, 2010**</b>
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
<b>December 9, 2009</b>	<b>December 23, 2009*</b>	June 30, 2010	July 14, 2010
<b>December 16, 2009</b>	<b>December 30, 2009</b>	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

<b>*There is no publication of the Personnel Bulletin During Christmas Vacation</b>	<b>**There is no publication of the Personnel Bulletin During Spring Vacation</b>
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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 Capital 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 and Workforce Planning 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 Capital.

### **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/](http://www.cps-humanresources.org/)), or picked up at the Staffing Unit of the Department of Human Capital. Employees are asked to complete all relevant sections, sign, date, and submit the original completed forms to the:

Department of Human Capital  
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 Capital 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/](http://www.isbe.state.il.us/nclb/)
- [www.isbe.state.il.us/certification/default.htm](http://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](mailto: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)  
Instructor Assistant, G03 (3917)  
Bilingual Special Ed Class Asst, G04 (0469)

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 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 Capital' Employee Services Department.
- An application will only be considered when all official transcripts are on file with the Department of Human Capital' 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 Capital' 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 Capital' 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 Capital' 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 **January 4, 2010**, the Illinois State Board of Education will no longer maintain teacher certification facilities at the James R. Thompson Center in Chicago. Beginning January 4, 2010, all City of Chicago certification applicants are directed to call the Educator Certification mainline at 217-557-6763.

<http://www.isbe.net/certification/default.htm>

Individuals applying for certificates, endorsements or approvals or those seeking to submit certification related documentation may do so by sending the documents to the Educator Certification Division at:

Illinois State Board of Education  
Educator Certification  
100 N. First Street S-306  
Springfield, Illinois 62777

# EMPLOYMENT OPPORTUNITIES

DATE: AUGUST 25, 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](http://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](http://www.cps-humanresources.org) for Instructions.

# ADMINISTRATIVE POSITIONS

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**BULLETIN No: 679**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Curriculum and Instruction Coach</b>
<b>Location</b>	<b>Area 11 Office</b> 6533 S. Stewart Avenue Chicago, 60621
<b>Position Number</b>	392842
<b>Position Value</b>	1.0
<b>Position Grade</b>	TBD
<b>Budget Classification</b>	Salary Band 7
<b>Position Period</b>	52 weeks
<b>Salary</b>	Minimum: \$76,500, Midpoint: \$92,000, Maximum: \$107,500
<b>Position Summary</b>	<p><b>General Description and Goals:</b> The Curriculum and Instruction Coach's main responsibility is to provide math, science, and reading support to schools. The demands of the Curriculum and Instruction Coach require the selection of an individual with proven expertise in mathematics, English language arts or literacy, school improvement, professional development, and/or organizational development. In addition, the Curriculum and Instruction Coach should possess or be trained in the following skills: communication, coaching, facilitation, providing constructive feedback, presenting complex concepts to adult learners, planning and organization, and analyzing and using data to draw conclusions.</p> <p><b>Responsibilities:</b></p> <ol style="list-style-type: none"><li>1. Assist principals and school-based leadership teams complete and monitor the implementation of their SIPAAA.</li><li>2. Provide targeted assistance to schools in the use of multiple forms of student assessment data to inform instructional improvement.</li><li>3. Help assess the needs of the schools that have been designated as not making adequate yearly progress.</li><li>4. Coordinate with other district leadership to direct district resources to address identified needs of targeted schools.</li><li>5. Provide resources and/or training on scientifically based instructional strategies to schools.</li><li>6. Provide support in building Professional Learning Community to Instructional Leadership and grade level teams.</li><li>7. Guide grade level teams in lesson planning, alignment of curriculum, instruction and assessment and in curriculum mapping.</li><li>8. Communicate regularly with CAO and Area Data Analyst.</li><li>9. Submit a log of work in accordance of the CAO.</li><li>10. Perform other related duties as requested by the CAO.</li></ol>
<b>Qualifications</b>	<p><b>Required:</b></p> <ul style="list-style-type: none"><li>• Masters Degree in Education</li><li>• Proven expertise in mathematics, English language arts or literacy</li><li>• Demonstrate expertise in school improvement, professional development, and/or organizational development</li><li>• Excellent verbal and written communication skills</li><li>• Proven expertise in coaching, facilitation, providing constructive feedback and presenting complex concepts to adult learners</li><li>• Excellent planning and organization skills</li><li>• Strong ability analyzing and using data to draw conclusions</li><li>• Type 75 administrative certificate</li></ul> <p>(cont...)</p>

**Qualifications****Preferred:**

- Experience working/teaching in an urban setting
- Bilingual (Spanish/English)

**BULLETIN NO: 680**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Grants Developer</b>
<b>Location</b>	Chicago Public Schools <b>Department of External Resources, Office of External Affairs and Partnerships</b> 125 S. Clark Street (11 <sup>th</sup> Floor) Chicago, IL 60603 <b>Email:</b> Grants@cps.k12.il.us
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Professional III, Salary Band 5
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 months
<b>Salary</b>	Minimum: \$53,000 Midpoint:\$63,600 Maximum: \$74,200
<b>Position Summary</b>	The Grant Developer initiates, facilitates, and manages the development of programs for funding through highly competitive federal, state, and foundation grants. The Grant Developer will focus primarily on developing multi-million dollar federal grant proposals in response to Requests for Proposal (RFPs) issued by government agencies. The Grant Developer leads the proposal design process, in collaboration with Chief Area Officers and CPS departments, by: (1) convening a think tank of in-house and outside experts for generating new ideas; (2) collaborating with relevant CPS staff to develop programs based on those ideas; (3) integrating appropriate, current research; (4) preparing budgets; and (5) ensuring compliance with grant guidelines. The Grant Developer's writing responsibilities range from writing an entire proposal to critiquing, editing, and rewriting drafts. <b>Duties:</b> <ol style="list-style-type: none"> <li>1. Matches district needs with grant program opportunities, bringing appropriate district staff and external partners to the table.</li> <li>2. Manages multiple stakeholders and complex grant development process, applying knowledge of educational content areas, district priorities, and proposal requirements to ensure that proposed strategies meet district needs while complying with grant guidelines.</li> <li>3. Establishes operational objectives, work plans, timelines, and assignments for proposal development, determining how to use resources to meet objectives and schedules.</li> <li>4. Provides writing assistance that can range from critiquing, editing, and rewriting drafts to writing an entire proposal.</li> <li>5. Completes grant development process with minimal supervision, taking independent actions and making decisions as needed.</li> <li>6. Ensures submission of complete and accurate applications within grant deadlines.</li> </ol>
<b>Qualifications</b>	<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in education or a related field from an accredited college or university required; Master's degree preferred.</li> <li>▪ 3+ years of experience developing grant proposals. Experience with federal grants a strong preference.</li> <li>▪ Demonstrated ability to develop successful federal grant proposals is highly preferred</li> <li>▪ Ability to analyze grant guidelines and apply comprehensive knowledge of educational content to grant requirements (requires strong attention to detail)</li> <li>▪ Ability to work on several high-stakes deadline-driven projects simultaneously</li> <li>▪ Ability to work independently with minimal supervision</li> <li>▪ Strong critical and analytical skills</li> </ul>

(cont...)

**Qualifications**

- Ability to work occasional long hours and weekends when necessary
  - Excellent writing and oral communication skills
  - Proficiency in Microsoft Word, Excel, Outlook, and Adobe Acrobat
- Email resume and a thoughtful cover letter to the above address (attention: Albert Sanchez, Director) for consideration.

**BULLETIN No: 681**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Grants Developer</b>
<b>Location</b>	Chicago Public Schools <b>Department of External Resources, Office of External Affairs and Partnerships</b> 125 S. Clark Street (11 <sup>th</sup> Floor) Chicago, IL 60603 <b>Email:</b> Grants@cps.k12.il.us
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Professional III, Salary Band 5
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 months
<b>Salary</b>	The Minimum Salary: \$63,800
<b>Position Summary</b>	<p>The Grant Developer initiates, facilitates, and manages the development of programs for funding through highly competitive federal, state, and foundation grants. The Grant Developer will focus primarily on developing multi-million dollar federal grant proposals in response to Requests for Proposal (RFPs) issued by government agencies. The Grant Developer leads the proposal design process, in collaboration with Chief Area Officers and CPS departments, by: (1) convening a think tank of in-house and outside experts for generating new ideas; (2) collaborating with relevant CPS staff to develop programs based on those ideas; (3) integrating appropriate, current research; (4) preparing budgets; and (5) ensuring compliance with grant guidelines. The Grant Developer's writing responsibilities range from writing an entire proposal to critiquing, editing, and rewriting drafts.</p> <p><b>Duties:</b></p> <ol style="list-style-type: none"> <li>1. Matches district needs with grant program opportunities, bringing appropriate district staff and external partners to the table.</li> <li>2. Manages multiple stakeholders and complex grant development process, applying knowledge of educational content areas, district priorities, and proposal requirements to ensure that proposed strategies meet district needs while complying with grant guidelines.</li> <li>3. Establishes operational objectives, work plans, timelines, and assignments for proposal development, determining how to use resources to meet objectives and schedules.</li> <li>4. Provides writing assistance that can range from critiquing, editing, and rewriting drafts to writing an entire proposal.</li> <li>5. Completes grant development process with minimal supervision, taking independent actions and making decisions as needed.</li> <li>6. Ensures submission of complete and accurate applications within grant deadlines.</li> </ol>
<b>Qualifications</b>	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Bachelor's degree in education or a related field from an accredited college or university required; Master's degree preferred.</li> <li>▪ 3+ years of experience developing grant proposals. Experience with federal grants a strong preference.</li> <li>▪ Demonstrated ability to develop successful federal grant proposals is highly preferred</li> <li>▪ Ability to analyze grant guidelines and apply comprehensive knowledge of educational content to grant requirements (requires strong attention to detail)</li> <li>▪ Ability to work on several high-stakes deadline-driven projects simultaneously</li> <li>▪ Ability to work independently with minimal supervision</li> <li>▪ Strong critical and analytical skills (cont...)</li> </ul>

**Qualifications**

- Ability to work occasional long hours and weekends when necessary
  - Excellent writing and oral communication skills
  - Proficiency in Microsoft Word, Excel, Outlook, and Adobe Acrobat
- Email resume and a thoughtful cover letter to the above address (attention: Albert Sanchez, Director) for consideration.

**BULLETIN No: 682**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Special Education Coordinator (Professional V)</b>
<b>Location</b>	125 S Clark Street, 9 <sup>th</sup> Floor Adams Chicago, IL 60603
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Salary Band 7
<b>Budget Classification</b>	TBD
<b>Position Period</b>	52 Weeks
<b>Salary</b>	Minimum: \$78,700, Midpoint: \$94,800, Maximum: \$111,000
<b>Position Summary</b>	<p>Chicago Public Schools is launching a new initiative, Additional Learning Opportunities, to accelerate student achievement by increasing the amount of time students spend on learning activities. ALO will add 90 minutes of additional learning time to the end of the traditional school day. Students will be provided with online math &amp; reading learning time and recess.</p> <p>The ALO Special Education Coordinator is responsible for coordinating the ALO work as it relates to special education. This position is responsible for all ALO communications, documents, and professional development of city wide special education staff and special education teachers. The coordinator will support the work of the school based special education staff.</p> <p><b>Principal Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Develops and coordinates all critical programmatic functions as they relate to special education and additional learning opportunities</li> <li>2. Supports school based coordination of special education and related services as they relate to additional learning opportunities including, but not limited to:             <ol style="list-style-type: none"> <li>a. IEP needs</li> <li>b. Meeting coordination</li> <li>c. Messaging to parents/guardians</li> </ol> </li> <li>3. Works to develop a special education toolkit to support schools in ALO implementation</li> <li>4. Develops, organizes, and provides special education-related professional development</li> <li>5. Works with ALO to support the technical training as it relates to the eIEP</li> <li>6. Works to develop all special education communications</li> <li>7. Coordinates provisions of assistive technology needs for additional learning opportunities</li> <li>8. Collaborates with ITS &amp; OSES to coordinate asset registry of all additional assistive technology devices and materials</li> <li>9. Identifies and secures additional staff needed to implement program (e.g. clinicians, additional special educators, paraprofessionals, etc...)</li> <li>10. Coordinates the opt-out process with schools</li> <li>11. Develops all messaging surrounding special education as it relates to additional learning opportunities</li> <li>12. Acts as a liaison between all OSES personnel to ensure initiative is implemented appropriately and compliantly</li> <li>13. Acts as a liaison between OSES, ALO, and other central office departments including, but not limited to: Law, Office of Language and Culture, etc...</li> <li>14. Maintains and tracks compliance data as it relates to special education and additional learning opportunities</li> </ol>

## Qualifications

### Qualifications for Job:

Demonstrates knowledge of regulations and procedures stipulated in IDEA

- Knowledge of strategies for developing, coordinating, and maintaining school based programs
- Ability to work effectively with school based staff, citywide staff, and governmental and community based agencies
- Ability to promote and encourage parental involvement and participation
- Extensive experience in developing and delivering professional training as it relates comprehensive support process, special education issues, and teaching and learning
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with administrators, staff, associates, students, parents and community agencies and employers
- Ability to establish and maintain data tracking systems
- Ability to manage professionals, review work effectiveness, and develop colleagues' skills as needed
- Working knowledge of the eIEP and the processes in developing the eIEP
- Demonstrates strong organizational skills
- Ability to understand adult learners and history of successful training for adults
- Experience managing adults in an educational setting

**BULLETIN No: 683**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Area Literacy/Reading Instructional Coach</b>
<b>Location</b>	<b>Area 6 – Cluster 2 Office</b> 1900 N. Austin Ave. Chicago, IL 60639 or GSR #29
<b>Position Number</b>	379562
<b>Position Value</b>	1.0
<b>Position Grade</b>	Instructional Coach
<b>Budget Classification</b>	05061 332 51100 111045 430112
<b>Position Period</b>	TBD
<b>Salary</b>	TBD
<b>Position Summary</b>	<p>The Area Reading Instructional Coach is responsible for the Reading and Language Arts development of the students in Area 6. The Coach is the Area expert and facilitates the selection, updating, and implementation of the Illinois Reading and Language Arts Proficiency Standards at the Area schools by: Assisting Principals in selecting appropriate support, based on needs; providing coaching to Area school educators and modeling instructional strategies to improve the delivery of services to all students.</p> <ul style="list-style-type: none"><li>• Advises Area Principals, based on school needs and district-level initiatives, on the appropriate instructional support in the alignment of Reading and Language Arts programs with system wide initiatives. Stays abreast of curriculum-based developments and attends trainings and meetings.</li><li>• Collaborates with other curricular Area instructional Coaches on the delivery of instruction for all students.</li><li>• Provides direct classroom support for improved instruction (e.g. coaching of teachers; modeling instructional strategies: analyzing achievement data; consulting with Principals, lead teachers and classroom/resource teachers.)</li><li>• Provides Area and Citywide leadership, monitors program effectiveness and student achievement at all Area schools and takes proactive measures to improve teaching and learning.</li><li>• Collects data and prepares reports on the performance of Area schools.</li><li>• Identifies existing resources that support the professional development of Reading and Language Arts programs for all teachers.</li><li>• Communicates with colleagues and prepares regular reports to the CAO and Unit Manager.</li><li>• Coordinates time to support all schools in Area 6.</li></ul>

**Qualifications**

**Education Required:** Bachelor’s degree from an accredited college or university. Master’s degree in Reading or Reading and Language Arts endorsement. Middle School Endorsement is highly preferred

**Experience Required:** Minimum 3 years experience in professional development and 5 years teaching experience in a Reading Program. Working knowledge of CPS programs and initiatives in own content area.

**Certificates:** Type 03

**BULLETIN No: 684**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Quality Assurance Coordinator (Professional III)</b>
<b>Location</b>	<b>Facilities Operations and Maintenance</b> 125 South Clark Street Chicago, Illinois 60603
<b>Position Number</b>	TBD
<b>Position Value</b>	2.0 Positions
<b>Position Grade</b>	Grade A05 (Salary Band 5)
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 Months
<b>Salary</b>	Minimum: \$53,000, Midpoint:\$63,600, Maximum:\$74,200
<b>Position Summary</b>	<p>This position reports to the Transportation Operations Manager. It leads the quality assurance team to assure transportation contract and compliance and cost efficiency in the north, central or south area of operations. It coordinates bus audits and assists in trouble shooting specific routing issues for all Chicago Public School bus vendors. It plans and prepares reports on project statuses, tracks and monitors audits to verify adherence to departmental procedures and practices. It reviews special event needs with respect to transportation and develops plans for execution in accordance with Board best practices. It ensures that bus contractors fully comply with the contract specifications throughout the contract term.</p> <p><b>Principal Accountabilities</b></p> <p>Leads the quality assurance team to ensure transportation contract and compliance and cost efficiency in the north, central or south area of operations. Ensures that bus contractors operate in a safe manner. Assists the Transportation Operations manager in the development of bid specifications, awarding contracts and the “route awards” process. Ensures that bus contractors fully comply with the contract specifications throughout the contract term. Verifies that accurate and timely information concerning bus company operational and administrative actions and routes are produced. Ensures that CPS gets full value for its transportation expenditures by working with the routers in assigning and routing vehicles to achieve maximum time and capacity usage. Ensures that transportation related complaints and inquiries from parents, school administrators and bus companies are timely recorded and properly addressed. Assists the Transportation Operations Manager in preparing the transportation budget and verifies the assigned area operates within the constraints of that budget. Works to see that that all personnel matters involving assigned employees are handled timely and in accordance with the CPS Management policies and procedures to include granting of days off, absence tracking, etc. Calculates and submits accounting data concerning bus company route assignment and updates, performance penalty assessments and other required data. Assists and monitors bus companies and schools in their providing pre-service and in-service training to drivers, children welfare attendants, bus aides, bus monitors, and students. Ensures good, consistent communication and mutual respect is maintained between members of the staff, bus companies, and administrators. Ensures that contractors comply with quality assurance audits that are conducted and that follow-up is completed. Develops and maintains positive relationships between the staff, school administrators, bus companies and parents. Maintains a professional demeanor in personal and telephone discussions with other staff, bus companies, school administrators, and parents. Performs related duties as required.</p>

## Qualifications

**Skills:** Excellent communication skills, both written and verbal. Superior organizational skills. High level of computer proficiency including experience with productivity software such as Microsoft Word, Excel, PowerPoint and Access.

**Type of Education Required:** Bachelor's Degree required, Master's Degree preferred, in business or a related field. Six years of progressively responsible, directly related experience can be substituted if the degree requirement is not met.

**Type of Experience and Number of Years:** At least three years of progressively responsible experience in the area transportation, provided the minimum degree requirement is met. If the degree requirement is not met, seven years of progressively responsible experience in the area of transportation is required.

**BULLETIN No: 691**

**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Director of Strategies, Systems and Improvement Planning</b>
<b>Location</b>	Chicago Public Schools <b>Office of Special Education and Supports</b> 125 S. Clark Street Chicago, IL 60603
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Senior Manager, Salary Band 8
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 months
<b>Salary</b>	Minimum: \$95,100 Midpoint: \$114,600 Maximum: \$136,000
<b>Position Summary</b>	The Director of Strategies, Systems, and Improvement Planning oversees the work of 5 managers and multiple centrally located and city-wide specialists surrounding best practices, program development, and processes in the Office of Special Education and Support.

### **Principal Accountabilities**

1. Identifies and guide the implementation of best practices and strategies to support the needs of students with disabilities
2. Promotes inclusive practices
3. Creates process and data systems to capture and organize best practices
4. Develops instructional models and tools for students with disabilities
5. Oversees the work of Elementary, High School, Low Incidence, Assistive Technology, Post Secondary Opportunities, and Content Specialists
6. Oversees the work of itinerant personnel
7. Supports the set up of cluster programs for students with disabilities
8. Monitors and evaluates the effectiveness of professional development and implementation of school supports
9. Acts as the liaison between the various departments within CPS including but not limited to Teaching and Learning, Area Offices, Office of Principal Preparation and Development, Early Childhood, Evaluation and Applied Research Functions within Performance Management.
10. Collects and use data to make decisions and target support
11. Provides quarterly reviews using data to inform action plans for managers
12. Supervises and evaluate managers
13. Works on other additional duties as determined appropriate by the Chief Officer and his/her designee

## Qualifications

### **Experience and Education Required:**

- Education Required: Master's Degree in a related field of study.
- Minimum 5 years educational experience preferred
- Certificates or Licenses Required: Type 75 recommended

<b>Title</b>	<b>Parent Involvement Administrator</b>
<b>Location</b>	Chicago Public Schools <b>Office of Special Education and Supports</b> 125 S. Clark Street Chicago, IL 60603
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Professional III, Salary Band 5
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 months
<b>Salary</b>	Minimum: \$53,000 Midpoint: \$63,600 Maximum: \$74,200
<b>Position Summary</b>	<p>Parent Involvement Administrator will be responsible for coordinating, monitoring and supporting the Office of Special Education and Support's goal of improving the collaborative relationships between parents, advocacy agencies, educators and administrative personnel. A key focus will be to support the District's parent/family involvement initiatives with a strategic focus on parents/families of students with disabilities. The Parent Involvement Administrator will provide and coordinate trainings to parents and District personnel and guide the development of information provided to parents within the Department's website, publications, and communications.</p> <p><b>Principal Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Establish partnerships with advocacy agencies to create supportive networks for parents that focus on collaborative relationships with schools and educators.</li><li>2. Provide and/or coordinate workshops to parents of students with disabilities on a variety of topics that will assist them with understanding and navigating the special education process.</li><li>3. Promote the use of early conflict resolution to help parents and educators maintain positive working relationships.</li><li>4. Develop, refine, and disseminate District information for parents and educators that support the goal of improving collaborative relationships between parents and educators.</li><li>5. Manage the Parent Educator Partnership Program and parent mentors in conjunction with its sponsoring partners: the Illinois State Board of Education and the Illinois Statewide Technical Assistance Center.</li><li>6. Establish an advisory committee that at a minimum includes parents of students with disabilities, special education personnel, school administration, and personnel of advocacy agencies for the purpose of providing recommendations to the Chief Officer of the Office of Special Education and Supports in how to continue improving the overall quality of special education programs and services within the Chicago Public Schools.</li><li>7. Provide workshop and trainings to parents and educators of students with disabilities that focus on collaboration, effective communication, and working with parents as equal educational partners.</li><li>. Establish relationships with existing parent involvement departments, initiatives, or sister agencies to ensure that parents of students with disabilities are participants in those efforts.</li><li>9. Develop and utilize needs assessment for parents of students with disabilities to help guide the District's efforts in supporting parent involvement.</li><li>10. Collect, maintain, and analyze parent involvement data to determine the correlation of improved involvement to improved student outcome.</li><li>11. Work on other additional duties as determined appropriate by the Chief Officer and his/her designee.</li></ol>
<b>Qualifications</b>	<p><b>Experience and Education Required:</b></p> <ul style="list-style-type: none"><li>• Bachelor's Degree in a related field of study</li><li>• 2 or more years experience in supporting parents of students with disabilities</li><li>• Knowledge of and sensitivity to the challenges faced by students with disabilities and their families</li><li>• Parent of a student with a disability (preferred)</li><li>• Bilingual applicants are encouraged to apply</li></ul>

<b>Title</b>	<b>OSES Customer Service Liaison</b>
<b>Location</b>	Chicago Public Schools <b>Office of Special Education and Supports</b> 125 S. Clark Street Chicago, IL 60603
<b>Position Number</b>	TBD
<b>Position Value</b>	1.0
<b>Position Grade</b>	Team Lead, Salary Band 6
<b>Budget Classification</b>	TBD
<b>Position Period</b>	12 months
<b>Salary</b>	Minimum: \$63,800 Midpoint: \$76,500 Maximum: \$89,300
<b>Position Summary</b>	<p>The OSES Customer Service liaison would be responsible for managing all incoming department communications involving parents, schools, OSES partners, and other parties and also identifying areas for improving customer service and developing communications strategies to address them.</p> <p>Principal Accountabilities</p> <ol style="list-style-type: none"><li>1. Develop and administer communications management systems for handling incoming phone calls and possibly for handling emails and other forms of communication as necessary</li><li>2. Build a knowledge database (i.e. a collection of tools, resources, and documents) to improve sharing of departmental information and facilitate consistency</li><li>3. Identify opportunities for pro-actively addressing customer service problems across all departmental groups</li><li>4. Develop ongoing training to improve customer service</li><li>5. Lead cross-functional customer service team responsible for evaluating and improving all components of OSES customer service, including reporting departmental KPIs and performing data analysis to drive towards departmental service goals</li><li>6. Manage internal and external websites to improve usability for schools and parents</li><li>7. Serve as liaison for inquiries related to requests from media and other external agencies.</li></ol>
<b>Qualifications</b>	<p>Experience and Education Required:</p> <ul style="list-style-type: none"><li>• Minimum of a Bachelor's degree is required</li><li>• Experience in customer service management strongly preferred</li><li>• Experience with Microsoft Sharepoint and Infopath a plus</li><li>• A team leader with a demonstrated record of working professionally and collaboratively</li><li>• A self-starter, capable of identifying and pursuing areas of highest need in a complex, dynamic environment</li><li>• Extremely positive, service-oriented attitude</li></ul>

<b>Title</b>	<b>Director of Technology and Systems Management</b>
<b>Location</b>	Chicago Public Schools – Central Office <b>Procurement and Contracts</b> 125 S. Clark Chicago, IL 60303
<b>Position Number</b>	242983
<b>Position Value</b>	1.0
<b>Position Grade</b>	Salary Band 8
<b>Budget Classification</b>	12210-115-5210-527101-000000
<b>Position Period</b>	12 Months
<b>Salary</b>	Minimum \$95,100, Midpoint \$114,600 Maximum \$136,000

## Position Summary

- Maximize the value of procurement, the Procurement technology director must identify and implement best practices, systems and procedures in procurement, contract administration and supplier management.
- Provide technology vision to procurement and contracts by implementing effective solutions (both Oracle and web related) and help improve operational efficiency.
- Define and develop web portal solutions for contracts management.
- Direct staff to improve presence of information on the web and reporting portals for Procurement.
- Provides project planning and resource assignments for technology staff for various projects related to daily and long term activities.
- Works with the director of Vendor Management, Suppliers, ITS to define and develop electronic supplier partnerships and provide best practice solutions.
- Monitor and ensure data integrity in Project Management Office (PMO) Tool and provide business intelligence and support for Director of Contract Administrator on solicitations
- Directs contract administrators on technology sections for RFP's, RFQ's and for technology contracts
- Re-engineers and recommends cost effective solutions to resolve various business process issues
- Actively interfaces with ITS to implement technology solutions for the department of procurement and contracts
- Performs SQL programming and business intelligence reporting
- Serve as Performance Management Liaison for procurement
- Assists in the development of internal PM processes for Procurement with guidance from the Chief Purchasing Officer
- Works with department managers to define and develop performance metrics, establish data collection processes, monitor and provide data to the management and PM teams.
- Facilitate the process improvements through constant review of data and related action items.

## Qualifications

- Minimum of Bachelors Degree in Computer Science or Engineering or related technical fields with 7-10 years of experience working in related environments and at least 2 years of demonstrated supervisory experience.
- 5+ years experience in implementing Oracle Procurement Applications and B2B integrations
- Thorough understanding and implementation of procurement technologies and business processes involving contracts and related best practices.
- Extensive knowledge of procurement methods, principles and terminology.
- Knowledge of web related technologies and ability to define and implement related projects.
- Effective verbal, written, and interpersonal skills to work with a diverse staff of managerial and professional employees.
- Specialized knowledge in all facets of technology; buying, designing, and implementing.
- Ability to manage multiple projects simultaneously and a proven track record for a results driven approach.
- Excellent analytical, problem solving, communication and leadership skills.
- Must be able to perform and work well under pressure. Some formal project management experience and training a plus.
- Proficient in Microsoft Office including Visio and Projects.

## ADMINISTRATIVE POSITION INFORMATION

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**BULLETIN No: 679, 680, 681, 682, 683, 684 AND 691, 692, 693**  
**DATE: AUGUST 25, 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**, Office of Human Capital, 125 South Clark Street, 2<sup>nd</sup> 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 September 9, 2010**

### **STAFFING**

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

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

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

# EDUCATIONAL SUPPORT PERSONNEL POSITIONS

**BULLETIN No: 685**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Special Ed Classroom Assist II</b>
<b>Location</b>	<b>W. Smith Elementary School</b> 744 East 103 <sup>rd</sup> Street Chicago, IL 60628
<b>Position Number</b>	395459
<b>Position Value</b>	1.0
<b>Position Grade</b>	GA4
<b>Budget Classification</b>	23641-332-52100-122001-000000-2011
<b>Position Period</b>	7/1/2010-6/30/2011
<b>Salary</b>	The minimum annual salary is: \$29,700.00
<b>Position Summary</b>	Assists Special Education teachers in elementary and high schools in reinforcing efforts with children with various disabilities, including physical disabilities, visual and hearing impairments, learning disabilities, behavior disorders, emotional impairments, and mental impairments in accordance with each students' Individual Education Program (IEP); provides one-on-one tutoring services for students to present or reinforce learning concepts; provides one-on-one personal hygiene services for students with severe disabilities, including toileting, changing soiled diapers, and cleaning soiled children regardless of age; including but not limited to specially equipped worktables, positioning equipment, wheelchairs, tape recorders, computers, communication devices, and mechanized page turners; assists teacher in instructing students in daily living skills required for independent maintenance and economic self-sufficiency; corrects homework assignments and examination materials; assists teachers in maintaining written records of students' behavior; accompanies students and teachers on class field trips; attends and participates in workshops and in service training to update job related skills.
<b>Qualifications</b>	Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois. Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations. Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public. Good oral and written communications skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

**BULLETIN No: 686**  
**DATE: AUGUST 25, 2010**

<b>Title</b>	<b>Teacher Assistant II</b>
<b>Location</b>	<b>Jackson Language Academy</b> 1340 West Harrison Chicago, Illinois 60607
<b>Position Number</b>	<b>161320</b>
<b>Position Value</b>	1.0
<b>Position Grade</b>	GA2
<b>Budget Classification</b>	TBD

**Position Period**  
**Salary**  
**Position Summary**

38.60 Weeks  
 The minimum annual salary is: \$TBD  
 Provides instruction related support services under the direction of teachers, provides support and assistance to the local school planning team, assists in the supervision of students during lunchroom and playground activities, participates and assists with the implementation of innovative education activities; assists in the implementation of in services for other staff, assists students in understanding and completing classroom assignments, greets and directs visitors to appropriate areas of the school, consults with teachers regarding problems, concerns, and special interests of individual students and contacts parents and guardians after consultation with the teacher; operates audio-visual equipment such as video cassette recorders, movie projectors, film strip projectors, tape recorders, and phonographs; provides tutoring services to students under the supervision of the classroom teacher; assists in collecting and grading students' homework assignments and examination materials under the supervision of the classroom teacher; collects daily classroom absentee reports and contacts parents and guardians to verify causes of student absences; may assist elementary school teachers with wraps and toilet recesses as necessary; may assist in the supervision of the school procedure to sell public transportation passes to students.

**Qualifications**

**Training and Experience.** Completion of an Associate's degree from a college or university accredited by the North Central Association or another regional accrediting body, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association or another regional accrediting body, or the successful completion of a state approved paraprofessional assessment, supplemented by at least one year of work experience as a Chicago Public Schools' Teacher Assistant.

**Ideal Candidates have all/most** of the in the following areas:

- Computer skills: Word processing, Excel,
- n collaboration with classroom teachers and parents, implement and evaluate individualized reading intervention for students in grades K-8.
- Have a belief, passion and commitment to educating all children
- Knowledge of current Best Practices in reading and guided reading
- RTI interventions for reading
- Strong work ethic and commitment to excellence
- Commitment to improving literacy skills for all students
- Ability to communicate effectively with teachers and students
- Knowledge and ability to provide weekly and monthly grade level support for teachers
- An understanding of the Illinois Learning Standards
- Excellent interpersonal relationship skills
- Computer literate, and proficient and comfortable using technology
- Exemplary attendance
- Desire to enhance own professional growth
- demonstrate ability to collaborate with colleagues, parents

**BULLETIN NO: 690**  
**DATE: JULY, 2010**

<b>Title</b>	<b>Athletic Director</b>
<b>Location</b>	<b>Tilden Career Community Academy – Unit: #1590</b> 4747 South Union Chicago, Illinois 60609 – or GSR #42
<b>Position Number</b>	TBD
<b>Position Value</b>	Miscellaneous Bucket Position – 200 hours per year
<b>Position Grade</b>	N/A
<b>Budget Classification</b>	TBD
<b>Position Period</b>	2010 – 2011 School Year

**Salary**  
**Position Summary**

\$23.40 PER HOUR / 200 HOUR MAX PER YEAR

Mail a letter of interest along with a resume that outlines experiences and accomplishments related to the position. Faxed resumes will not be accepted. Candidates interested in applying for the Athletic Director position at Tilden Career Community Academy should be able to perform the following tasks:

- Follow and implement all IHSA guidelines
- Preparation of a budget and supervise equipment inventories.
- Prepare a master sports calendar that includes conference and non-conference games/events as well as coordinate gym, building and athletic field use.
- Coordinate gym use for practices and games and give final clearance for the use of either the gym or the athletic field.
- Work with coaching staff to evaluate eligibility of student athletes.
- Submit athletic expense request sheets for payment of officials.
- Act as a resource person and coordinator for all coaches.
- Assist in supervision at home athletic contests.
- Assist in the selection of coaches for the athletic program.
- Evaluate all athletic programs on an annual basis. Make recommendations for improvement to the high school principal.
- Meet regularly with coaches and mediate the resolution of problems, issues, and concerns that may arise between coaches and athletic programs.
- Provide a channel through which students and the community may express their concerns about the athletic program.
- Disseminate IHSA/CPS materials and enforce IHSA/CPS rules and regulations, including player eligibility.
- Collect, file, and notify athletes and coaches regarding student eligibility as it pertains to the IHSA/CPS physical car and athletic code of conduct.
- Attend monthly athletic conference meetings.
- Perform other duties as assigned.
- Ensure that Tilden develops a high quality athletics program that meets the needs of our students and community – and wins!

## EDUCATIONAL SUPPORT PERSONNEL POSITION INFORMATION

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**BULLETIN No: 685, 686 AND 690**  
**DATE: AUGUST 25, 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**, Office of Human Capital, 125 South Clark Street, 2<sup>nd</sup> 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 September 9, 2010**

### **STAFFING**

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

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

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

# ASSISTANT PRINCIPALSHIP POSITIONS

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**BULLETIN No: 687**  
**DATE: AUGUST 25, 2010**

<b>Cluster/Area</b>	03/07
<b>School Name/ Address</b>	<b>Faraday Elementary School – Unit #4640</b> 3250 West Monroe Chicago, Illinois, 60624 or GSR #38
<b>Telephone</b>	773-534-6670
<b>Fax</b>	
<b>Teaching Assistant Principal Grade</b>	1
<b>Certificate Requirements</b>	<b>See Assistant Principalship Position Information</b>
<b>Submit To Principal:</b>	Mr. Cederrall Petties (cpetties@cps.k12.il.us)
<b>Other Information</b>	This is a Teaching Assistant Principal (2 <sup>nd</sup> Grade self-contained), must have an Elementary Type 03 and Administrative Type 75. Preference will be given to the candidate who: <ul style="list-style-type: none"> <li>• Has excellent organizational skills</li> <li>• Is able to collect and analyze data, develop and implement recommendations, and monitor outcomes as they pertain to improving student behavior and academic achievement</li> <li>• Is effective working with general, gifted, and students with special needs</li> <li>• Is knowledgeable of the proper implementation of the Student Code of Conduct</li> <li>• Sets high standards and expectations for all students and staff</li> <li>• Demonstrates an ability to collaborate with colleagues, parents, staff, and fellow administrators</li> <li>• Is knowledgeable of the SIPAAA process</li> <li>• Possesses the ability to assist teachers in their professional development</li> <li>• Is innovative and highly motivated</li> <li>• Possesses the will and capacity to promote a standard of excellence relative to teacher and student performance</li> </ul> Please email resume and supporting documents to cpetties@cps.k12.il.us

<b>Cluster/Area</b>	04/13
<b>School Name/ Address</b>	<b>Betsy Ross/Oneida Cockrell School Elementary – Unit #</b> 6059 S. Wabash Chicago IL, 60637 – or GRS #42
<b>Telephone</b>	773-535-0650
<b>Fax</b>	773-535-0649
<b>Freed Assistant Principal Grade</b>	TBD
<b>Certificate Requirements</b>	<b>See Assistant Principalship Position Information</b>
<b>Submit To Principal:</b>	Dr. Rashid K. Shabazz

## Other Information

Please submit a resume, cover letter and three (3) letters of professional recommendations via email: [rkshabazz@cps.k12.il.us](mailto:rkshabazz@cps.k12.il.us)

- Energetic individual who possesses leadership skills and a firm knowledge of CPS policy.
- Ability to work collaboratively with other administrators, staff, parents and students
- Knowledge and experience in implementing current educational best practices, instructional models, including use of ongoing assessments and the ability to analyze data, utilize results, develop programs to enhance instruction, and student academic achievement;
- Ability to collect and analyze data, develop and implement recommendations/plans of action, as well as monitor outcomes as they pertain to student academic achievement.
- Ability to support Response to Intervention/Instruction and monitor student interventions
- Knowledge of the teacher evaluation process and the ability to coach new and/or struggling teachers
- Experience coaching and supporting teachers to enhance their practice
- Ability to work well with staff members and set clear and measurable goals
- Ability to problem solve and handle conflict resolution effectively
- Ability to effectively and efficiently manage disciplinary issues
- Well-developed computer knowledge in MS Office Suite including Word, Excel, Power point, Access and is proficient in using CPS online programs such as Grade book, IMPACT, Dashboard, Oracle, etc
- Excellent management and organizational skills
- Possess Excellent written and verbal communication skills
- Excellent communication with students, staff, parents, and community stakeholders
- Exhibits professionalism with students, parents and staff
- Knowledge of Special Education policies and procedures
- Experience providing professional development
- Have experience implementing programs that will improve parent involvement
- Willing to supervise after-school programs and work beyond the regular school day to include weekends.
- Committed to community outreach and involvement in soliciting grants, business alliances and community programs to enhance opportunities to promote student learning.

# ASSISTANT PRINCIPALSHIP POSITION INFORMATION

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**BULLETIN No: 687**  
**DATE: AUGUST 25, 2010**

## **CERTIFICATE REQUIREMENTS**

A valid Type 75 State of Illinois Administrative Certificate with the General Administrative Endorsement is required for an assistant principalship (freed and/or teaching). In addition, a valid State of Illinois standard teaching certificate appropriate to the school setting is also required for a teaching assistant principalship. (Note: Certificate(s) must show a current registration date.)

## **RESIDENCY REQUIREMENTS (04-0825-PO2)**

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-PO2. According to this policy all employees hired on or after November 20, 1996, are required to be actual residents of the City of Chicago within six months from the day their employment with the Chicago Public Schools begins.

## **SALARY**

Assistant Principals are compensated according to a 52-week Administrative Compensation Plan (ACP), a graded salary schedule for administrative personnel. The ACP for Assistant Principals consists of four (4) administrative grade levels that reflect the four possible (4) administrative grades of Principals. All administrators on the ACP, including Assistant Principals, are in salaried positions and do not receive additional compensation for time worked in excess of eight hours per day or forty hours per week.

An Assistant Principal's placement on the ACP is determined by the administrative grade level assigned to the school and the individual's current six-hour per day salary (if a teacher) or monthly salary (if an administrator). Individuals nominated for Assistant Principal positions should verify administrative grade levels on the ACP with hiring Principals. Individuals nominated for Assistant Principal positions should verify step placement on the ACP with the Office of Compensation Management, Office of Human Capital at 773/ 553-1210.

## **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 letter of application and résumé must be submitted for **each** advertised assistant principalship vacancy sought by the applicant.

Send copies of application, résumé, and certificate(s) to **Résumé Intake Mailbox**, Office of Human Capital, 125 South Clark St., 2<sup>nd</sup> 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 September 9, 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 Office of Human Capital 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 Office of Human Capital, 125 South Clark Street, 2<sup>nd</sup> 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.*

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

# COUNSELOR POSITIONS

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**BULLETIN No: 688**  
**DATE: AUGUST 25, 2010**

<b>Cluster/Area</b>	02/04
<b>School Name/ Address</b>	<b>Stowe Fine and Performing Arts Academy – Unit #6080 - Oracle 25521</b> 3444 West Wabansia Avenue Chicago, IL 60647 or GSR #34
<b>Telephone</b>	773-534-4175
<b>Fax</b>	773-534-4167
<b>Certificate Requirements</b>	<b>See Counselor Position Information</b>
<b>Submit To Principal:</b>	Harriet Beecher
<b>Other Information</b>	This is a Counselor Bilingual (Spanish). Applicants must have a Type 73 and Type 55 or Type 29 certificate.

<b>Cluster/Area</b>	<b>04/27</b>
<b>School Name/ Address</b>	<b>Montefiore Special School – Unit #4860</b> 1310 S. Ashland Ave Chicago, IL 60608 or GSR #38
<b>Telephone</b>	(773) 534-7825
<b>Fax</b>	(773) 535-7188
<b>Certificate Requirements</b>	<b>See Counselor Position Information</b>
<b>Submit To Principal:</b>	Mr. Julious Lawson
<b>Other Information</b>	Previous applicants need not apply. Type 73 with LBS 1 endorsement PreK-21 Special Education Certificate Requirements: School Counseling/Special Education background <ul style="list-style-type: none"><li>• Type 73 and an LBS1 endorsement</li><li>• Previous experience as a school counselor or case manager preferable.</li></ul> The successful candidate will: <ul style="list-style-type: none"><li>• Have a strong content-knowledge of Curriculum and Instruction along with a background in the e-I.E.P.</li><li>• Be a highly-motivated individual who can create a well-structured, productive learning environment for students with special needs.</li><li>• Have outstanding managerial skills.</li><li>• Be skillful at interpreting data and at using data to drive instruction.</li><li>• Be proficient with a broad array of teaching strategies so that instruction will accommodate all students.</li><li>• Have in-depth knowledge of Illinois State Standards so that instruction reflects key assessments.</li><li>• Write effective, appropriate e-I.E.P.s that will ensure the success of his or her students, in accordance with Best Practices and Illinois State law.</li><li>• Lead and Conduct IEP meetings and Manifest Determination Conferences.</li><li>• Work collaboratively with ILT and GLT</li><li>• Have an excellent knowledge of current federal and state mandates as it relates to special education policies.</li><li>• Be able to facilitate staff meetings and professional development</li><li>• Advise and consult staff on best practices in special education.</li></ul> Only candidates who meet the above requirements will be considered and are encouraged to apply. Submit resume, cover letter and references via email; to <a href="mailto:jlawson1@cps.k12.il.us">jlawson1@cps.k12.il.us</a> or <a href="mailto:mjwright@cps.k12.il.us">mjwright@cps.k12.il.us</a>

<b>Cluster/Area</b>	05/11
<b>School Name/ Address</b>	<b>Fairfield Academy - Unit #26701</b> 6201 S. Fairfield Ave Chicago, IL. 60629 or GSR # 43
<b>Telephone</b>	(773) 535-9500
<b>Fax</b>	(773) 535-0438
<b>Certificate Requirements</b>	<b>See Counselor Position Information</b>
<b>Submit To Principal:</b>	Martha G. Quiroga
<b>Other Information</b>	Please submit letter of interest, resume and letters of recommendation Electronically to Martha G. Quiroga at <a href="mailto:MGQuiroga@cps.k12.il.us">MGQuiroga@cps.k12.il.us</a> or via U.S. Mail No faxes will be accepted. Other information of skills in the following areas: <ul style="list-style-type: none"> <li>❖ Conduct progress report sessions with students.</li> <li>❖ Possess excellent written and oral communication skills.</li> <li>❖ Possess excellent organizational skills.</li> <li>❖ Be proficient in state assessment test prep coordination and facilitate all assessments.</li> <li>❖ Be knowledgeable of IMPACT SIM and CPS enrollment requirements and procedures, as well as, maintain student records efficiently.</li> <li>❖ Be knowledgeable of guidelines and procedures for working with Students in temporary living situations.</li> <li>❖ Be experienced in creating and coordinating Behavior Intervention Plans and leading staff through SBPS/RTI processes.</li> <li>❖ Possess strong technology skills and ability to lead a team of service Providers.</li> <li>❖ Knowledge of ISBE/LRE Mandate</li> <li>❖ Be proficient in organizing successful assessment experiences</li> <li>❖ Have experience with advising for high school readiness preparation, including the high school process</li> <li>❖ Have knowledge of transition mandates for 8<sup>th</sup> grade students</li> <li>❖ Possess the ability to coordinate external school partnerships (such as high school fairs, career day, etc.)</li> <li>❖ Possess ability to prepare students for successful freshmen transition</li> <li>❖ Facilitate focused, data-centered, healthy and effective professional developments</li> <li>❖ Spanish is a plus</li> </ul>

<b>Cluster/Area</b>	05/11
<b>School Name/ Address</b>	<b>Stevenson Elementary School- Unit #25471</b> 8010 S. Kostner Ave. Chicago, IL. 60652 or GSR #44
<b>Telephone</b>	773-535-2280
<b>Fax</b>	773-535-2339
<b>Certificate Requirements</b>	<b>See Counselor Position Information</b>
<b>Submit To Principal:</b>	Karen Sagodic Kowalski – email at: <a href="mailto:kmsagodickowalsk@cps.k12.il.us">kmsagodickowalsk@cps.k12.il.us</a>
<b>Other Information</b>	Applicant should possess but not be limited to the following qualifications: <ul style="list-style-type: none"> <li>• Knowledge and understanding of Rtl and data driven interventions</li> <li>• Ability to effectively communicate and work with students, parents, and teachers to address academic, emotional and social concerns of students</li> <li>• Superior organizational skills</li> <li>• Knowledge of community based resources for students and families</li> <li>• Knowledge of guidelines and procedures for working with students in temporary living situations</li> <li>• Superior individual and group counseling skills/techniques</li> <li>• Ability to work collaboratively with colleagues and school administration</li> <li>• Knowledge of records management</li> <li>• Experience with the organization of standardized and benchmark testing</li> </ul>

<b>Cluster/Area</b>	00/54
<b>School Name/ Address</b>	<b>Healy Elementary School – Unit #3880</b> 3010S. Parnell Ave. Chicago, Illinois 60616 – or GRS #40
<b>Telephone</b>	773-34-9190
<b>Fax</b>	773-34-182
<b>Certificate Requirements</b>	<b>See Counselor Position Information</b>
<b>Submit To Principal:</b>	Alfonso Carmona
<b>Other Information</b>	

# COUNSELOR POSITION INFORMATION

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**BULLETIN No: 688**  
**DATE: AUGUST 25, 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)**

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

## **SALARY**

Based on the 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 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**, Office of Human Capital, 125 South Clark St., 2<sup>nd</sup> 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 September 9, 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 Office of Human Capital a list of applicants for the advertised position at their schools.

The principal will submit for processing a recommendation to the Office of Human Capital, 125 South Clark St., 2<sup>nd</sup> 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.*

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

# TEACHING OPPORTUNITIES POSITIONS

**BULLETIN No.: 689**  
**DATE: AUGUST 25, 2010**

<b>Cluster/Area</b>	01/02
<b>School Name/Address</b>	<b>Chappell School – Unit #2750</b> 2135 W. Foster Chicago, IL 60626 – or GSR #31
<b>Telephone</b>	773-534-2390
<b>Fax</b>	
<b>Grade or Subject</b>	<b>K-8 Library/Computer Lab</b>
<b>Certificate Requirements</b>	03 w/Library Media/Computer Endorsement/Approval
<b>Submit To Principal</b>	Joseph Peila <i>No walk-ins, fax'd or emailed resumes, please.</i>
<b>Other information</b>	Successful candidate must possess a strong work ethic. Applicants should also possess, but not be limited to, the following qualifications: <ul style="list-style-type: none"> <li>• Has the ability to work cooperatively with administration, students, staff, parents and community</li> <li>• Demonstrates excellence in verbal/written communication skills</li> <li>• Demonstrates sound, professional judgment</li> <li>• Has the ability to maintain safe, respectful, disciplined and caring and creative class environment</li> <li>• Excellent organization and lesson planning skills</li> <li>• Has had outstanding attendance and punctuality</li> <li>• Has successful experience teaching both K-8 library classes and computer lab classes</li> <li>• Able to develop and present (with classroom teachers) integrated library and technology units of study</li> </ul>
<b>Cluster/Area</b>	01/54
<b>School Name/Address</b>	<b>Jamieson School – Unit #23931</b> 5650 N. Mozart St. Chicago, Illinois, 60659 or GSR #32
<b>Telephone</b>	773-534-2395 (Phone), 773-534-2579 (fax)
<b>Fax</b>	
<b>Grade or Subject</b>	<b>K-8 Bilingual – all grades and subjects.</b>
<b>Certificate Requirements</b>	Bilingual with ESL endorsement or Type 29 Provisional Bilingual either with a Type 03
<b>Submit To Principal</b>	Robert Baughman
<b>Other information</b>	Language requirement – Assyrian. This is a half time ( .5) position.
<b>Cluster/Area</b>	01/54
<b>School Name/Address</b>	<b>Jamieson School – Unit #23931</b> 5650 N. Mozart St. Chicago, Illinois, 60659 or GSR #32
<b>Telephone</b>	773-534-2395 (Phone), 773-534-2579 (fax)
<b>Fax</b>	
<b>Grade or Subject</b>	<b>K-8 Bilingual – all grades and subjects.</b>
<b>Certificate Requirements</b>	Bilingual with ESL endorsement or Type 29 Provisional Bilingual either with a Type 03

**Submit To Principal** Robert Baughman  
**Other information** Language requirement – Urdu. This is a half time (.5) position.

**Cluster/Area** 01/54  
**School Name/Address** **Jamieson School – Unit #23931**  
5650 N. Mozart St.  
Chicago, Illinois, 60659 or GSR #32  
**Telephone** 773-534-2395 (Phone), 773-534-2579 (fax)  
**Fax**  
**Grade or Subject** **K-8 Bilingual – all grades and subjects.**  
**Certificate Requirements** Bilingual with ESL endorsement or Type 29 Provisional Bilingual either with a Type 03  
**Submit To Principal** Robert Baughman  
**Other information** Language requirement – Vietnamese. This is a .5 teaching position.

**Cluster/Area** 02/06  
**School Name/Address** **LaSalle II Magnet School - Unit #29101**  
1148 N. Honore St.  
Chicago, Illinois 60622 or GRS #35  
**Telephone** 773-535-0490  
**Fax** 773-535-0491  
**Grade or Subject** **K – 8 Urdu Language**  
**Certificate Requirements** Type 03 w/Urdu Endorsement  
**Submit To Principal** Suzanne Velasquez-Sheehy  
**Other information** Note: This is a temporary position while teacher is on maternity leave.  
**The Successful Candidate Must:**  
Implement an Urdu language program in the four areas of listening, speaking, reading and writing.  
Develop quarterly goals of instruction in the areas of listening, speaking, reading and writing.  
Align the instructional goals and develop quarterly assessments by which to measure students' progress.  
Possess organizational, classroom management and communications skills necessary for effective interaction with parents, students and colleagues.  
Collaborate with world language and classroom teachers on the development and instruction of cultural activities which strengthen students' understanding of diverse cultures.  
**Qualifications:** Be willing to participate in professional development workshops during the summer and the school year.  
Enthusiastically work with parents, students and staff to establish rigorous academic and behavioral standards that will result in a quality educational program for all students.

**Cluster/Area** 03/21  
**School Name/Address** **TEAM Englewood Community Academy, Unit # 8080**  
6201 South Stewart  
Chicago, IL 60621 or GSR #45  
**Telephone** 773-535-3530  
**Fax** 773-535-3586  
**Grade or Subject** **Special Education, High School**  
**Certificate Requirements** Type 9 High School Teaching Certificate, w/Special Education Specification LBD/EBD 1  
**Submit To Principal** Peggy Korellis-Byrd - via email only: pakorellis@cps.k12.il.us

**Other information****Candidates applying for this position must:**

- Model and expect high standards and expectations for all students
- Possess a general caring, nurturing, patient disposition with the sincere desire to help all students succeed
- Maintain a firm stance on student discipline, but done so with respect, integrity, and fairness
- Be able to effectively co-teach in math, science, and/or English classrooms
- Be able to modify assignments and assessments as needed for each student per their IEP
- Effectively apply appropriate strategies to assist each student in reaching their potential
- Understand small school philosophy
- Sincere desire to work in an Englewood community school
- Be reflective about teaching and learning
- Possess willingness to try new things, continuously learning and growing
- Effectively participate/contribute to course team and engage in common planning
- Possess the ability to look at school data for the purpose of improving instruction
- Plan instructional outcomes based on College Readiness Standards
- Utilize best practices for classroom instruction
- Be willing to coach, sponsor or assist with an extra-curricular activity
- Have excellent computer skills

<b>Cluster/Area</b>	03/21
<b>School Name/Address</b>	<b>Juarez Community Academy – Unit #1890</b> 2150 S. Laflin St. Chicago, IL 60608 (or GSR #39)
<b>Telephone</b>	(773) 534-7030
<b>Fax</b>	(773) 534-7058
<b>Grade or Subject</b>	<b>Social Studies</b>
<b>Certificate Requirements</b>	Type 9 w/Social Studies Endorsement
<b>Submit To</b>	Ms. LeMone, Assistant Principal
<b>Other information</b>	

<b>Cluster/Area</b>	03/21
<b>School Name/Address</b>	<b>Kenwood Academy - Unit #1710</b> 5015 S. Blackstone Ave Chicago, IL 60615 or GSR #46
<b>Telephone</b>	773-535-1350
<b>Fax</b>	773-535-1408
<b>Grade or Subject</b>	<b>High School English</b>
<b>Certificate Requirements</b>	Type 9 w/English Endorsement
<b>Submit To Principal</b>	Elizabeth Kirby – email at: eakirby@cps.k12.il.us
<b>Other information</b>	Aileen Gamez, Asst. Principal at: amgamez@cps.k12.il.us

<b>Cluster/Area</b>	03/21
<b>School Name/Address</b>	<b>Kenwood Academy - Unit #1710</b> 5015 S. Blackstone Ave Chicago, IL 60615 or GSR #46
<b>Telephone</b>	773-535-1350
<b>Fax</b>	773-535-1408
<b>Grade or Subject</b>	<b>High School Mathematics</b>
<b>Certificate Requirements</b>	Type 9 w/Mathematics Endorsement
<b>Submit To Principal</b>	Elizabeth Kirby – email at: eakirby@cps.k12.il.us
<b>Other information</b>	Aileen Gamez, Asst. Principal at: amgamez@cps.k12.il.us

<b>Cluster/Area</b>	03/21
<b>School Name/Address</b>	<b>Kenwood Academy - Unit #1710</b> 5015 S. Blackstone Ave Chicago, IL 60615 or GSR #46
<b>Telephone</b>	773-535-1350
<b>Fax</b>	773-535-1408
<b>Grade or Subject</b>	<b>High School Science</b>
<b>Certificate Requirements</b>	Type 9 w/Science, Biology and Chemistry Endorsement
<b>Submit To Principal</b>	Elizabeth Kirby – email at: <a href="mailto:eakirby@cps.k12.il.us">eakirby@cps.k12.il.us</a>
<b>Other information</b>	Aileen Gamez, Asst. Principal at: <a href="mailto:amgamez@cps.k12.il.us">amgamez@cps.k12.il.us</a> Must be able to teach Biology and Chemistry

<b>Cluster/Area</b>	03/21
<b>School Name/Address</b>	<b>Kenwood Academy - Unit #1710</b> 5015 S. Blackstone Ave Chicago, IL 60615 or GSR #46
<b>Telephone</b>	773-535-1350
<b>Fax</b>	773-535-1408
<b>Grade or Subject</b>	<b>High School Social Studies</b>
<b>Certificate Requirements</b>	Type 9 w/Social Studies Endorsement
<b>Submit To Principal</b>	Elizabeth Kirby – email at: <a href="mailto:eakirby@cps.k12.il.us">eakirby@cps.k12.il.us</a>
<b>Other information</b>	Aileen Gamez, Asst. Principal at: <a href="mailto:amgamez@cps.k12.il.us">amgamez@cps.k12.il.us</a>

<b>Cluster/Area</b>	03/09
<b>School Name/Address</b>	<b>South Loop Elementary School – Unit #23751</b> 1212 S. Plymouth Court Chicago, Illinois 60605 or GSR #38
<b>Telephone</b>	773 534-8690
<b>Fax</b>	773 534-8689
<b>Grade or Subject</b>	<b>Physical Education and Music</b>
<b>Certificate Requirements</b>	Type 03 or Type 09 w/Music and/or Physical Education Endorsement
<b>Submit To Principal</b>	Tara Shelton
<b>Other information</b>	<b>No Faxes.</b> South Loop is currently seeking an experienced candidate in the following areas: Physical Education and Music Successful candidates must demonstrate the following: <ul style="list-style-type: none"> <li>• Exhibit a willingness and commitment to, demonstrate ability to work collaboratively with colleagues on instructional and curricular planning, including the creation of curriculum units</li> <li>• Experience and/or of knowledge of P.B.I.S. (Positive Behavior Interventions and Supports)</li> <li>• Demonstrate the ability and/or experience in differentiated instruction to meet the needs of all learners</li> <li>• Have knowledge of the state standards and the ability to align the curriculum to the standards</li> <li>• Experience in acquiring community partnerships</li> </ul>

<b>Cluster/Area</b>	03/07
<b>School Name/Address</b>	<b>Tilton School – Unit #6210</b> 223 North Keeler Chicago, Illinois 60624 or GSR #36
<b>Telephone</b>	773- 534-6746
<b>Fax</b>	
<b>Grade or Subject</b>	<b>Pre-Kindergarten</b>
<b>Certificate Requirements</b>	Type 04

**Submit To Principal  
Other information**

Sean Clayton

**Submit via U.S. mail to the school address listed. Please no faxes or phone calls**

The successful candidate must:

- Have excellent classroom management skills.
- Provide effective teaching strategies in order to provide differentiated instruction.
- Able to collect and analyze classroom and student data to help guide instructional practices
- Be able to challenge students academically
- Establish and maintain a positive classroom environment.
- Have a belief, passion and firm commitment in educating ALL children.
- Have outstanding attendance and punctuality.
- Be able to work cooperatively and collaboratively with parents and colleagues
- Participate in special school activities.
- Have strong communication skills.

<b>Cluster/Area</b>	03/07
<b>School Name/Address</b>	<b>Tilton School – Unit #6210</b> 223 North Keeler Chicago, Illinois 60624 or GSR #36
<b>Telephone</b>	773- 534-6746
<b>Fax</b>	
<b>Grade or Subject</b>	<b>6<sup>th</sup> – 8<sup>th</sup> Grades (Middle School)</b>
<b>Certificate Requirements</b>	Type 03 w/Middle School Endorsements in Social Science and Language Arts
<b>Submit To Principal</b>	Sean Clayton
<b>Other information</b>	<b>Submit via U.S. mail to the school address listed. Please no faxes or phone calls.</b>

The successful candidate must:

- Have excellent classroom management skills.
- Provide effective teaching strategies in order to provide differentiated Instruction.
- Be able to challenge students academically
- Establish and maintain a positive classroom environment.
- Have a belief, passion and firm commitment in educating ALL children.
- Have outstanding attendance and punctuality.
- Be able to work cooperatively and collaboratively with parents and colleagues
- A team player with strong communication skills willing to plan with their team.
- Innovative and have experience teaching middle school social science and language arts
- Familiar with grades 6-8 assessments, curriculum and instructional strategies
- Knowledgeable in integrating technology into the curriculum
- Able to collect and analyze classroom and student data to help guide instructional practices
- Willing to sponsor extra-curricular activities

<b>Cluster/Area</b>	03/07
<b>School Name/Address</b>	<b>Tilton School – Unit #6210</b> 223 North Keeler Chicago, Illinois 60624 or GSR #36
<b>Telephone</b>	773- 534-6746
<b>Fax</b>	
<b>Grade or Subject</b>	<b>Primary</b>
<b>Certificate Requirements</b>	Type 04
<b>Submit To Principal</b>	Sean Clayton

**Other information**

**Submit via U.S. mail to the school address listed. Please no faxes or phone calls.**

Type 04 Certificate Preferred.

The successful candidate must:

- Have excellent classroom management skills.
- Provide effective teaching strategies in order to provide differentiated instruction.
- Able to collect and analyze classroom and student data to help guide instructional practices
- Be able to challenge students academically
- Establish and maintain a positive classroom environment.
- Have a belief, passion and firm commitment in educating ALL children.
- Have outstanding attendance and punctuality.
- Be able to work cooperatively and collaboratively with parents and colleagues
- Participate in special school activities.
- Have strong communication skills.

<b>Cluster/Area</b>	03/07
<b>School Name/Address</b>	<b>Ward Elementary School- Unit# 24991</b> 410 N. Monticello Chicago, IL. 60624, GSR# 34
<b>Telephone</b>	773 534-6440
<b>Fax</b>	
<b>Grade or Subject</b>	<b>- 4th</b>
<b>Certificate Requirements</b>	Type 3
<b>Submit To</b>	Conmeke E. Parker, Assistant Principal- via U.S. MAIL ONLY
<b>Other information</b>	We are looking for a TAT, this position is for October 25, 2010-December 10, 2010 to substitute for a maternity leave. <b>Resumes will be <u>NOT</u> accepted via email or fax.</b>

<b>Cluster/Area</b>	04/13
<b>School Name/Address</b>	<b>Dewey Elementary Academy of Fine Arts – Unit #3030</b> 5415 S. Union Ave. Chicago, IL 60609 or GSR #45
<b>Telephone</b>	773-535-1666
<b>Fax</b>	773-535-1802
<b>Grade or Subject</b>	<b>Middle School</b>
<b>Certificate Requirements</b>	Type 3 w/Endorsements in Language Arts, Mathematics, General Science
<b>Submit To Principal</b>	Eric Dockery email: <a href="mailto:edockery@cps.k12.il.us">edockery@cps.k12.il.us</a>
<b>Other information</b>	<b><i>National Board Certified Teachers encouraged to apply.</i></b> Candidate must have at least 3 middle school endorsements: Math, Science, and Language Arts. <b>Candidate should be:</b> <ul style="list-style-type: none"> <li>• innovative and have experience teaching middle school general education students</li> <li>• familiar with grades 6-8 assessments, curriculum and instructional strategies</li> <li>• knowledgeable in integrating technology into the curriculum</li> <li>• able to collect and analyze classroom and student data to help guide instructional practices</li> <li>• consistent and proactive in classroom management</li> <li>• a team player with strong communication skills willing to plan with their team before and/or after school</li> <li>• willing to sponsor extra-curricular activities</li> </ul>

<b>Cluster/Area</b>	04/13
<b>School Name/Address</b>	<b>Dewey Elementary Academy of Fine Arts – Unit #3030</b> 5415 S. Union Ave. Chicago, IL 60609 or GSR #45
<b>Telephone</b>	773-535-1666
<b>Fax</b>	773-535-1802
<b>Grade or Subject</b>	<b>Half Time (.5) Physical Education</b>
<b>Certificate Requirements</b>	Type (03) w/Physical Education Endorsement
<b>Submit To Principal</b>	Eric Dockery email: <a href="mailto:edockery@cps.k12.il.us">edockery@cps.k12.il.us</a>
<b>Other information</b>	

<b>Cluster/Area</b>	04/13
<b>School Name/Address</b>	<b>Dewey Elementary Academy of Fine Arts – Unit #3030</b> 5415 S. Union Ave. Chicago, IL 60609 or GSR #45
<b>Telephone</b>	773-535-1666
<b>Fax</b>	773-535-1802
<b>Grade or Subject</b>	<b>Half Time (.5) Art</b> <b>Performance Art/ Drama/ Music</b>
<b>Certificate Requirements</b>	Type (03) w/Art Endorsement
<b>Submit To Principal</b>	Eric Dockery email: <a href="mailto:edockery@cps.k12.il.us">edockery@cps.k12.il.us</a>
<b>Other information</b>	This position is available for beginning in the 2010- 2011 school year. Candidates should have the following: <ul style="list-style-type: none"> <li>• An exceptional and creative approach to teaching performance art/drama/ or music.</li> <li>• A commitment to creating and being a part of a professional learning community that focuses on results and continuous improvement</li> <li>• Evidence of effective art lessons / units that demonstrate a purposeful building of reading and writing skills across units and over the course of a year</li> <li>• Evidence of proactive, inclusive strategies, utilized with students with special needs</li> <li>• Lesson plans that cater to different learning styles and strengths of students.</li> <li>• Excellent discipline skills</li> </ul>

<b>Cluster/Area</b>	04/13
<b>School Name/Address</b>	<b>Dewey Elementary Academy of Fine Arts – Unit #3030</b> 5415 S. Union Ave. Chicago, IL 60609 or GSR #45
<b>Telephone</b>	<b>773-535-1666</b>
<b>Fax</b>	<b>773-535-1802</b>
<b>Grade or Subject</b>	<b>Technology</b>
<b>Certificate Requirements</b>	Type 3 w/Library/Media or Computer Science Endorsements
<b>Submit To Principal</b>	Eric Dockery email: <a href="mailto:edockery@cps.k12.il.us">edockery@cps.k12.il.us</a>
<b>Other information</b>	This position is for a Technology teacher. Please do not submit your resume if you do not have the certification and endorsements for this position. Please submit all resumes via email to <a href="mailto:edockery@cps.k12.il.us">edockery@cps.k12.il.us</a> . Responsibilities include but are not limited to: <ul style="list-style-type: none"> <li>• Effectively and enthusiastically teaching technology skills to K-8 students on a weekly basis focused on the NETS standards and productivity</li> <li>• Collaborate with teachers in creating technology rich lessons both in the classroom and in the computer lab</li> <li>• Function as the school's Techco: This includes the ability to troubleshoot basic problems for both PC and Mac computers and servers, Knowledge of CPS programs including assessment programs, Management of the school network, peripherals, software, and hardware including connectivity issues, printing issues, drivers, maintenance, basic repairs, etc. (cont...)</li> </ul>

**Other information**

- Support teachers working with technology including integrating technology into the curriculum, technical training, navigating CPS programs (Gradebook, SIM, CPS University, NWEA, DIBELS, First Class, etc.), and identification of needs and resources to support instruction
- Acting as Chair of the Dewey Technology Committee (LSC related), working on the SIPAAA Technology Plan and working with the administration to prioritize technology purchases.

Mandatory Requirements include:

- Strong teaching skills in all subjects
- Exceptional classroom management
- Organization and time-management skills
- Commitment to the mission and vision of the school
- Eagerness to collaborate with colleagues
- Responsibility for all students
- Commitment to all school-wide initiatives

<b>Cluster/Area</b>	04/10
<b>School Name/Address</b>	<b>Hedges Fine &amp; Performing Arts School - Unit # 23681</b> 4747 S. Winchester Ave Chicago, IL 60609 - GSR 42
<b>Telephone</b>	773-535-7360
<b>Fax</b>	
<b>Grade or Subject</b>	<b>Half time (.5) Library</b>
<b>Certificate Requirements</b>	Type 03 w/Library Media Endorsement
<b>Submit To Principal</b>	Adelfio J. Garcia
<b>Other information</b>	<b>Please no faxes or emails.</b> Hedges Fine & Performing Arts School is looking for an energetic, innovative, risk taker and organized individual to enhance student achievement and instruction. The successful candidate will be responsible for but not limited to: <ul style="list-style-type: none"><li>• Knowledge of automated library check out system</li><li>• Excellent written and oral communications skills</li><li>• Able to work collaboratively with teachers, planning and delivering instruction in a team-teaching approach</li><li>• Experience and understanding of the needs of English Language Learners and special needs students</li><li>• Commit to participate in the development and implementation of the aligned and mapped curriculum</li><li>• Knowledgeable of text leveling and selection of text for different reading groups</li><li>• Bilingual candidates are highly encouraged to apply</li></ul>

<b>Cluster/Area</b>	04/27
<b>School Name/Address</b>	<b>Montefiore Special School – Unit #4860</b> 1310 S. Ashland Ave Chicago, IL 60608 or GSR #38
<b>Telephone</b>	(773) 534-7825
<b>Fax</b>	(773) 535-7188
<b>Grade or Subject</b>	<b>Special Education</b>
<b>Certificate Requirements</b>	Type 10 w/LBS1 or Type 03 w/LBS1 Approval
<b>Submit To Principal</b>	Mr. Julious Lawson
<b>Other information</b>	<b>K-9 Special Education</b> <b>Certificate Requirements:</b> <ul style="list-style-type: none"><li>• Middle School Endorsements in Science, Reading and Math</li><li>• Type 10 with LBS1 or Type 3 with LBS1 approval</li><li>• Applicants who currently who hold a Type 9 certificate in Math or Science along with a LBS1 are strongly encouraged to apply. (cont...)</li></ul>

**Other information**

The successful candidate will:

- Have a strong content-knowledge of Math, Reading or Science
- Be a highly-motivated teacher who can create a well-structured, productive learning environment for students with special needs.
- Have outstanding classroom management skills.
- Be skillful at interpreting data and at using data to drive instruction.
- Be proficient with a broad array of teaching strategies so that instruction will accommodate all students.
- Have in-depth knowledge of Illinois State Standards so that instruction reflects key assessments.
- Have superior expectations and the ability to instill these expectations in our students.
- Write effective, appropriate I.E.P.s that will ensure the success of his or her students, in accordance with Best Practices and Illinois State law.
- Work successfully in team teaching situations
- Work collaboratively with ILT and GLT

Other Information:

- Only candidates who meet the above requirements will be considered and are encouraged to apply. Submit resume, cover letter and references via email; to [jlawson@cps.k12.il.us](mailto:jlawson@cps.k12.il.us) or [mjwright@cps.k12.il.us](mailto:mjwright@cps.k12.il.us)

**Cluster/Area**

05/11

**School Name/Address****Fairfield Academy - Unit #26701**6201 S. Fairfield Ave  
Chicago, IL. 60629 or GSR # 43**Telephone**

(773) 535-9500

**Fax**

(773) 535-0438

**Grade or Subject****Special Education/Case Manager****Certificate Requirements**

Type 03 or 09 and/or 10 w/Special Education Endorsement

**Submit To Principal**

Martha G. Quiroga

**Other information**Submit cover letter, resume and 3 letters of reference to Principal Martha G. Quiroga at: [MGQuiroga@cps.k12.il.us](mailto:MGQuiroga@cps.k12.il.us) or via U.S. mail

The special education teacher will:

- Collaborate with general education and special education teachers to develop and implement individualized instruction for students with IEPs
- Differentiate instruction based on students' needs
- Communicate students' academic and behavioral progress with staff and parents
- Have strong technology skills to write and maintain eIEPs, electronic gradebook, and data entry in CPS online systems and to integrate technology into the curriculum
- Oversee and coordinate Fairfield's specialized team and services
- Knowledge of ISBE/LRE mandate
- Be knowledgeable of Inclusion practice and LRE guidelines
- Be knowledgeable of IMPACT, SIM, SSM
- Possess strong technology skills and ability to lead a team of service providers
- Be experienced in coordinating referrals for full and individual evaluation as well as IEP conferences
- Spanish is a plus.

**Cluster/Area**

05/54

**School Name/Address****Harte School – Unit #3780**1556 E. 56<sup>th</sup> Street  
Chicago, IL 60637(or GSR #41)**Telephone**

(773) 535-0870

**Fax**

(773) 535-0666

[sparks@cps.k12.il.us](mailto:sparks@cps.k12.il.us)

**Grade or Subject** 1<sup>st</sup>

**Certificate Requirements** Type 03

**Submit To Principal** Shenethe Parks – sparks@cps.k12.il.us

**Other information** The successful candidate must:

- have a strong knowledge of balanced literacy instruction in teaching diverse learners
- have experience in implementing the Lucy Calkins Writer's Workshop
- have experience in implementing F.O.S.S. curriculum
- have experience in implementing Everyday Mathematics curriculum
- have the ability to analyze multiple literacy assessment and data to plan for instruction and support teachers
- have outstanding attendance and punctuality
- have excellent classroom management skills
- be able to articulate effective teaching strategies
- have superior communication skills (written, verbal and listening) that support positive interpersonal and organizational skills
- work collaboratively with teachers and parents to meet the needs of our students
- attend professional development activities at the local, state and national level to acquire current knowledge and expertise needed to support our students
- have a working knowledge of integrating technology into the curriculum

All applicants must email an introductory letter outlining accomplishments and experiences related to the position and a copy of their resume to the principal at [sparks@cps.k12.il.us](mailto:sparks@cps.k12.il.us) This position is available for 1year as a temporary assigned teacher.

To obtain information about the school, please visit the school's website at [www.harte.cps.k12.il.us](http://www.harte.cps.k12.il.us)

<b>Cluster/Area</b>	05/54
<b>School Name/Address</b>	<b>Harte School – Unit #3780</b> 1556 E. 56 <sup>th</sup> Street Chicago, IL 60637(or GSR #41)
<b>Telephone</b>	(773) 535-0870
<b>Fax</b>	(773) 535-0666
<b>Grade or Subject</b>	<b>(T.A.T.) 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> Grade Social Studies</b>
<b>Certificate Requirements</b>	Type 03 w/Social Studies Endorsement
<b>Submit To Principal</b>	Shenethe Parks – sparks@cps.k12.il.us
<b>Other information</b>	In addition to the duties specified by the administration and to possess knowledge and expertise in implementing the state goals and standards within their classroom, the successful candidate must: have outstanding attendance and punctuality have excellent classroom management skills be able to articulate effective teaching strategies have superior communication skills (written, verbal and listening) that support positive interpersonal and organizational skills work collaboratively with teachers and parents to meet the needs of our students have a working knowledge of integrating technology into the curriculum attend professional development activities at the local, state and national level to acquire current knowledge and expertise needed to support our students have a working knowledge of integrating technology into the curriculum accept responsibility for special school activities that may extend the school day or occur on weekends

<b>Cluster/Area</b>	05/11
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<b>School Name/Address</b>	<b>Stevenson Elementary School- Unit #25471</b> 8010 S. Kostner Ave. Chicago, IL. 60652 or GSR #44
<b>Telephone</b>	773-535-2280
<b>Fax</b>	773-535-2339
<b>Grade or Subject</b>	<b>Literacy/Mathematics Coach K-8</b>
<b>Certificate Requirements</b>	Type 03 w/Reading and Mathematics Endorsement
<b>Submit To Principal</b>	Karen Sagodic Kowalski – email at: <a href="mailto:kmsagodickowalsk@cps.k12.il.us">kmsagodickowalsk@cps.k12.il.us</a>
<b>Other information</b>	Applicant should possess but not be limited to the following qualifications: <ul style="list-style-type: none"> <li>• Experience in developing and facilitating Literacy/Math Professional Development to educators and parents</li> <li>• Knowledge and experience in the implementation of Balanced Literacy</li> <li>• Superior organizational skills</li> <li>• Knowledge of planning, scheduling and supporting Rtl Tier 2 interventions using data-driven instruction</li> <li>• Ability to work collaboratively with colleagues and school administration to ensure that students’ needs and goals are aligned with grade-level ILS</li> <li>• Ability to facilitate, identify, support and communicate DIBELS data results with staff, parents and administration</li> <li>• Superior verbal and written communication skills</li> <li>• Knowledge of identifying and developing action plans for at risk students using appropriate instructional and intervention practices and resources based on assessed needs and appropriate data</li> </ul>

<b>Cluster/Area</b>	05/11
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<b>School Name/Address</b>	<b>Stevenson Elementary School- Unit #25471</b> 8010 S. Kostner Ave. Chicago, IL. 60652 or GSR #44
<b>Telephone</b>	773-535-2280
<b>Fax</b>	773-535-2339
<b>Grade or Subject</b>	<b>Science Coach K-8</b>
<b>Certificate Requirements</b>	Type 03 w/Science Endorsement
<b>Submit To Principal</b>	Karen Sagodic Kowalski – email at: <a href="mailto:kmsagodickowalsk@cps.k12.il.us">kmsagodickowalsk@cps.k12.il.us</a>
<b>Other information</b>	Applicant should possess but not be limited to the following qualifications: <ul style="list-style-type: none"> <li>• Experience with school, area, and city-wide Science Fairs</li> <li>• Ability to develop and facilitate differentiated lesson plans for classroom science activities and science lab experiments</li> <li>• Superior organizational and leadership skills</li> <li>• Knowledge of appropriate grade level science resources and supplemental programs integrating the school’s science curriculum and ILS</li> <li>• Superior verbal and written communication skills</li> <li>• Ability to analyze test data to improve data driven science instruction</li> <li>• Ability to work collaboratively with colleagues and school administration</li> <li>• Willingness to participate in school PM sessions and present information to staff</li> </ul>

<b>Cluster/Area</b>	05/11
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<b>School Name/Address</b>	<b>Stevenson Elementary School- Unit #25471</b> 8010 S. Kostner Ave. Chicago, IL. 60652 or GSR #44
<b>Telephone</b>	773-535-2280
<b>Fax</b>	773-535-2339
<b>Grade or Subject</b>	<b>Half Time (.5) Bilingual Lead</b>
<b>Certificate Requirements</b>	Type 03 w/Bilingual Education Endorsement
<b>Submit To Principal</b>	Karen Sagodic Kowalski – email at: <a href="mailto:kmsagodickowalsk@cps.k12.il.us">kmsagodickowalsk@cps.k12.il.us</a>

**Other information**

Applicant should possess but not be limited to the following qualifications:

- Coordinate the initial screener and annual assessments of students who come from a non-English language background
- Coordinate the placement and data collection of ELLs
- Facilitate the establishment and operation of the Bilingual Advisory committee (BAC)
- Coordinate transition support programs
- Input, monitor and maintain data on SIM (IMPACT)
- Coordinate the ordering and distribution of curricular materials for bilingual education programs
- Maintain documentation for all compliance visits
- Submit all forms requested by OLCE units on time
- In-service and disseminate information related to the program mandates to the school's bilingual and general program staff
- Superior organizational skills
- Manage responsibilities for the three main areas: Instruction, Coordination, and Advisory

<b>Cluster/Area</b>	05/11
<b>School Name/Address</b>	<b>Stevenson Elementary School- Unit #25471</b> 8010 S. Kostner Ave. Chicago, IL. 60652 or GSR #44
<b>Telephone</b>	773-535-2280
<b>Fax</b>	773-535-2339
<b>Grade or Subject</b>	<b>Half Time (.5) Kindergarten Bilingual</b>
<b>Certificate Requirements</b>	Type 04 or Type 03 w/Bilingual Education Endorsement (Spanish)
<b>Submit To Principal</b>	Karen Sagodic Kowalski – email at: <a href="mailto:kmsagodickowalsk@cps.k12.il.us">kmsagodickowalsk@cps.k12.il.us</a>
<b>Other information</b>	Applicant should possess but not be limited to the following qualifications: <ul style="list-style-type: none"> <li>• Knowledge of balanced literacy, guided reading and differentiated instruction</li> <li>• Ability to analyze data to provide data driven instruction</li> <li>• Superior organizational skills</li> <li>• Superior verbal and written communication skills</li> <li>• Ability to work collaboratively with colleagues and school administration</li> <li>• Experience using the PALM for DIBELS and IDEL testing</li> </ul>

<b>Cluster/Area</b>	06/18
<b>School Name/Address</b>	<b>Bright Elementary School- Unit #2390</b> 10740 South Calhoun Avenue Chicago, Illinois 60617 or GSR #47
<b>Telephone</b>	(773) 535-6215
<b>Fax</b>	(773) 535-6373
<b>Grade or Subject</b>	<b>Elementary Librarian</b>
<b>Certificate Requirements</b>	Type 10 w/Library Media Endorsement
<b>Submit To Principal</b>	Millicent L. Clyburn
<b>Other information</b>	Strong Literacy background, Ability to promote reading as a choice for leisure time, Enjoy children's literature, Strong classroom management techniques, Good organizational skills, Develop research and evaluation techniques, Knowledge of online resources to support teachers and students. Ability to expose students to a wide array of genres, Ability to create writers, Willingness to support all academic initiatives.

<b>Cluster/Area</b>	06/17
<b>School Name/Address</b>	<b>Powell, Jr. Paideia Academy – Unit #7010</b> 7530 S. Shore Dr. Chicago. IL, 60649 – or GSR #46

**Telephone** (773) 535-6650  
**Fax** (773) 535-6602  
**Grade or Subject** **Primary/Intermediate/Upper Grades Special Education**  
**Certificate Requirements** Type 03 or a Type 10 w/LSB 1 Approval  
**Submit To Principal** Mr. Derek Jordan  
**Other information** Powell Academy is seeking a committed and caring primary/intermediate/ upper Special Education Teacher who has a working knowledge of effective instructional strategies and interventions in working with Students with Disabilities. Applicants must possess a Type 03 certificate or a Type 10 and LSB1 Approval. The candidate must be reliable, organized, committed to academic achievement and able to collaborate effectively with colleagues. Successful candidates will demonstrate the following:  
Candidate must be able to complete a multi-step interview process:  
Present a differentiated lesson plan, completion of a mock eIEP and/or a written assessment based on the State of Illinois Special Education mandates and CPS Corey H. regulations  
Be knowledgeable of inclusion practices and LRE guidelines  
Must have experience in a cross-category, resource classroom and inclusion instructional settings  
Experience with community outreach for students with disabilities  
Be involved in and support school wide functions and events for students and families  
Excellent communication skills  
Possess outstanding attendance and punctuality  
Successful implementation of co-planning techniques and co-teaching models with special education and general education teachers  
Must be able to modify curriculum and or apply accommodations in order to meet the needs of all students with disabilities  
Able to align lessons to Illinois goals, standards and students' IEP  
Willingness to provide professional development on various special education topics to school staff  
Competency in instructional strategies and content knowledge of cross grade level reading, math, science, social studies and writing  
Able to apply effective classroom management strategies that will decrease negative behavior of students who have behavioral challenges  
Possess experience with eIEP goal-writing and navigation and all other required Special Education documentation  
Experience in entering student data into IMPACT SSM and Gradebook  
Knowledgeable of the SBPS/RTI processes  
Aspiration to become a case manager

<b>Cluster/Area</b>	06/AMPS
<b>School Name/Address</b>	<b>Clissold School – Unit #2820</b> 2350 S. 110 <sup>th</sup> PL Chicago, IL 60643 or GSR #49
<b>Telephone</b>	773 - 535-2560
<b>Fax</b>	
<b>Grade or Subject</b>	<b>Library Media Specialist</b>
<b>Certificate Requirements</b>	Type 03 w/Library Certification and Endorsement
<b>Submit To Principal</b>	Constance Grimm-Grason – email at: <a href="mailto:cmgrimm@cps.edu">cmgrimm@cps.edu</a>
<b>Other information</b>	Clissold is a neighborhood school serving 600 Kindergarten to Eighth Grade students. We have a variety of programs including Montessori classrooms and the IB Middle Years Programme. We are looking for a Library Media Specialist effective September 1, 2010. The ideal candidate would be <ul style="list-style-type: none"> <li>• Certified in Library/Media Specialty</li> <li>• Experienced in Collection Development particularly Young Adult and Children's Literature (cont...)</li> </ul>

**Other information**

- Proficient in the use and management of technology and online resources
- Knowledgeable of IB and Montessori approaches
- Familiar with the CPS Department of Libraries
- Knowledgeable of the CPS Matching Grant and SOAR Grant
- Experienced collaborating with classroom teachers and teams to connect Library skills with the classroom standards
- Committed to increasing student use of the library
  1. Focused on contributing to the growth and advancement of Clissold School within and beyond the Library classroom
  2. All resumes should be submitted by email to cmgrimm@cps.edu.

**Cluster/Area** 00/54

**School Name/Address** **Healy Elementary School – Unit #3880**

3010S. Parnell Ave.  
Chicago, Illinois 60616 – or GRS #40

**Telephone** 773.534.9190

**Fax** 773.534.9182

**Grade or Subject** **Half Time (0.5) Library Media**

**Certificate Requirements** Type 03 w/Library Media Endorsement

**Submit To Principal** Alfonso Carmona

**Other information** **Candidates are requested to submit resumes via fax (773-534-9182).**  
We are seeking a half-time teacher who is highly qualified to teach in the following areas: **Library Media**, Bilingual candidates are encouraged to apply.  
Type 03, 09, 10 or alternative certification issued by SBE with endorsements required for the position.

**The successful candidate should have:**

1. Experience with the implementation of a balanced literacy program, with an emphasis on Guided Reading
2. Knowledge and understanding of differentiated instruction
3. Ability to analyze student data to inform differentiation of instruction, teacher planning, and assessment
4. Knowledge of authentic assessments, specifically the creation of rubrics across the curriculum
5. Willingness to work with colleagues for reflection, lesson planning, and curriculum mapping, and Performance Management
6. Knowledge and understanding of best practices & willingness to stay abreast of latest research in curriculum, instruction, and student learning
7. Willingness to work and communicate continuously with parents
8. Leadership capacity

**Education, Certifications, and Work Related Experience:**

1. Knowledge and/or experience of Gifted Program - Preferred
2. 3 letters of recommendation must be submitted with all applicants.

**Fax your resume to (773) 534-9182**

**Cluster/Area** 00/54

**School Name/Address** **Jackson Language Academy – Unit #4690**

1340 West Harrison  
Chicago Public Schools or GSR #38

**Telephone** 773-534-7000

**Fax** 773-534-9338

**Grade or Subject** **World Language**

**Certificate Requirements** Teaching Certification; ESL Endorsement; Reading Endorsement, Endorsement in one of the following (French, Chinese, Japanese, Italian, Spanish) Type 75,

**Submit To Principal** Mathew Ditto

**Other information****Experience/ Requirements:**

1. Ability to collect and analyze school data to help guide instructional practices at a particular school.
2. Effectively communicates research based pedagogical literacy content knowledge to all school stakeholders with a passion to build collaborative relationships and professional learning communities.
3. Successful educational leadership and teaching experience tied to increasing student achievement.
4. Clear understanding of the various cultural needs in an urban school setting.
5. Concrete understanding of Balanced Literacy and its connection with RtI.
6. **Endorsements in ESL and Reading--- Endorsement in the one of the following languages:** (Chinese, Japanese, Italian, French, Spanish)
7. Type 75 preferred.

**Key Responsibilities:**

1. Provides direct classroom support for advancing instruction (e.g. coaching of teachers; modeling instructional strategies; analyzing achievement data; consulting with principal and classroom/resource teachers).
2. Analyzes classroom data with teacher to target effective best practices and differentiation of instruction
3. Provides leadership in specific content areas and the World Languages through professional development seminars, study groups, etc.
4. Builds awareness for programs through appropriate communication channels as determined by analysis of school data.
5. Focuses on providing classroom and other coaching assistance to teachers in as determined by the principal and analysis of data.
6. May coordinate materials/equipment required for instruction in school.
7. Collects data and prepares reports on the performance of the schools for specific subject areas.
8. Ability to communicate expertise in subject area effectively through strong collaborative and interpersonal skills.
9. Builds leadership capacity and professional learning communities.
10. Coordinates programming which supports the mission and vision of the school such as but not limited to assemblies, parent workshops, after school activities.

<b>Cluster/Area</b>	00/26
School Name/Address	<b>World Language H.S.</b> 3120 S. Kostner Ave. Chicago, IL 60623 or GRS #37
Telephone	(773) 535-4334
Fax	(773) 254-8470
Grade or Subject	<b>Bilingual Mathematics</b>
Certificate Requirements	Type 09 w/Mathematics and Bilingual Endorsement
Submit To Principal	Stephen J Ngo, Email: <a href="mailto:sjngo@cps.k12.il.us">sjngo@cps.k12.il.us</a>
Other information	Please submit resumes via e-mail only to.

<b>Cluster/Area</b>	00/26
School Name/Address	<b>World Language H.S.</b> 3120 S. Kostner Ave. Chicago, IL 60623 or GRS #37
Telephone	(773) 535-4334
Fax	(773) 254-8470
Grade or Subject	<b>Mathematics</b>
Certificate Requirements	Type 09 w/Mathematics Endorsement
Submit To Principal	Stephen J Ngo, Email: <a href="mailto:sjngo@cps.k12.il.us">sjngo@cps.k12.il.us</a>
Other information	Please submit resumes via e-mail only to.

<b>Cluster/Area</b>	00/26
<b>School Name/Address</b>	<b>World Language H.S.</b> 3120 S. Kostner Ave. Chicago, IL 60623 or GRS #37
<b>Telephone</b>	(773) 535-4334
<b>Fax</b>	(773) 254-8470
<b>Grade or Subject</b>	<b>English/Social Studies, Reading</b>
<b>Certificate Requirements</b>	Type 09 w/Reading/Social Studies Certificate and Reading Endorsement
<b>Submit To Principal</b>	Stephen J Ngo, Email: <a href="mailto:sjngo@cps.k12.il.us">sjngo@cps.k12.il.us</a>
<b>Other information</b>	Please submit resumes via e-mail only.

<b>Cluster/Area</b>	02/04
<b>School Name/Address</b>	<b>Area 4, Cluster 2 - Unit# 05041</b> 1900 N. Austin, Rm. 301 Chicago, IL 60639 or GSR#29
<b>Telephone</b>	(773) 535-5811
<b>Fax</b>	(773) 535-5890
<b>Grade or Subject</b>	<b>Area Reading Coach</b>
<b>Certificate Requirements</b>	Type 10 w/Reading Specialist Certificate
<b>Submit To Principal</b>	Dr. Emil DeJulio, CAO, Area 4
<b>Other information</b>	<p><b>Position Description:</b> The Area Reading Coach facilitates the selection, updating, and implementation of curriculum at the Area 4 schools by: Assisting Principals in selecting appropriate support based on data; providing coaching to Area 4 school teachers, and modeling instructional strategies to improve or update curriculum content.</p> <p><b>Experience/ Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Ability to collect and analyze school data to help guide instructional practices at a particular school.</li> <li>2. Effectively communicate research based pedagogical literacy content knowledge to all Area 4 school stakeholders with a passion to build collaborative relationships and professional learning communities.</li> <li>3. Successful educational leadership and teaching experience tied to increasing student achievement.</li> <li>4. Clear understanding of the various cultural needs in an urban school setting.</li> <li>5. Concrete understanding of Balanced Literacy and its connection with Rtl</li> </ol> <p><b>Key Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Provides direct classroom support for improved instruction (e.g. coaching of teachers; modeling instructional strategies; analyzing achievement data; consulting with principals; lead teachers, and classroom/resource teachers).</li> <li>2. Analyzes classroom data with teacher to target effective best practices and differentiation of instruction</li> <li>3. Provides Area and citywide leadership in specific content area through professional development seminars, study groups, etc.</li> <li>4. Builds awareness for programs in Area 4 schools through appropriate communication channels as determined by analysis of school data.</li> <li>5. Focuses on providing classroom and other coaching assistance to teachers in high-need schools as determined by the Chief Area Officer and analysis of data.</li> <li>6. May coordinate materials/equipment required for coaching/instruction in schools related to their content area.</li> <li>7. Collects data and prepares reports on the performance of the Area 4 schools for specific content area.</li> <li>8. Ability to communicate expertise in subject area effectively through strong collaborative and interpersonal skills.</li> <li>9. Builds leadership capacity and professional learning communities</li> </ol>

<b>Title</b>	<b>Curriculum and Instructional Coach</b>
<b>Location</b>	<b>Area 27 Office</b> 54 N. Hermitage Chicago, IL 60638 - or GSR 38
<b>Position Number</b>	392601
<b>Position Value</b>	1.0
<b>Position Grade</b>	N/A
<b>Budget Classification</b>	05271-332-51100-221043-430112
<b>Position Period</b>	42.6 Weeks
<b>Salary</b>	Salary determined by Teachers Salary Schedule
<b>Position Summary</b>	This position supports schools and teachers in meeting student achievement targets in language arts and math and supports the implementation of the SIPAAA. Professional development, support with implementation of Area 27 initiatives, cohort specific goals along with the use of data and research to ground theory of action are required.
<b>Qualifications</b>	Bachelor's degree in education. Master's degree in Curriculum preferred. Must possess a valid Teaching certificate issued by ISBE. Minimum of 5 years educational experience.

# TEACHING OPPORTUNITIES POSITION INFORMATION

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**BULLETIN NO.: 689**  
**DATE: AUGUST 25, 2010**

## **RESIDENCY REQUIREMENTS (04-0825-P02)**

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

## **SALARY**

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

## **APPLICATION**

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

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

A 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**, Office of Human Capital, 125 South Clark St., 2<sup>nd</sup> 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 September 9, 2010**

## **STAFFING**

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

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

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