

Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Superintendent of Schools Department to fill one or more vacancies in the following job classification.

Job Classification: School Service Position
Location: LaSalle County

Department: LaSalle County Superintendent of Schools Department
119 W. Madison Street, Room 102
Ottawa, IL 61350

Regular Work Week: TBD, 29 hours per week, Monday through Friday

Hours of Work: TBD, between 8:00 a.m. to 4:30 p.m. Monday through Friday

Wage: \$15.90 per hour

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Interested persons should apply by emailing a LaSalle County Employment Application found at <http://lasallemounty.org/employment/>, cover letter, resume, and two letters of reference no later than 12:00 p.m. on May 10, 2019 to:

mwinchester@roe35.org

LaSalle County Superintendent of Schools Department
Attn: Assistant Superintendent Matt Winchester

Please email only the materials requested. Call (815) 434-0780 and ask for Matt Winchester if you have questions regarding this position.

LaSalle County

Job Description



Job title: School Service

Work Location: Downtown Courthouse/Districts/Training Sites

Division/Department: R.O.E.

Reports to: Regional Superintendent of Schools

Employment Classifications:

- Full-time Part-time
 Exempt Nonexempt
 Salaried Hourly
 Bargaining Unit

Salary Grade: _____

Current Employee holding position is:

Essential Duties and Responsibilities:

Under the supervision of the Regional Superintendent of Schools, the School Service Position has the responsibility of certifying and registering educator licenses, organizing/assisting with delivery/and providing lead on documentation for recording of professional development activities to meet renewal requirements for educator licensure, organizing and scheduling annual and refresher bus driver trainings, completing an annual Substitute Teacher list, completing electronic revenue deposits and recordings, working with county auditor and treasure for office reimbursements, assisting in the production of the annual school directory of region's educators, assisting with sharing announcements, and completing clerical duties as required.

Qualifications:

- Possess a knowledge of the State ELIS system for teacher licensure
- Possess a knowledge of the State ELIS system for recording of teacher licensure
- Knowledgeable and ability to communicate ISBE licensure and renewal requirements
- Ability to utilize technical system to record and to communicate school health life safety violations and compliance inspection documentation
- Knowledge and proficient ability to utilize Excel, Word, Google Calendar, and willingness and ability to learn additional programs as needed
- Exhibit proficient to excellent skills in the following areas: writing, communication, and technology usage
- Ability to organize and schedule initial and refresher bus driver trainings and able to record information through State recording system
- Understanding of GED and Para testing requirements; able to communicate information, coordinate testing, and provide documentation of test completion
- Ability to assist with office accounting; duties to include knowledge of electronic bank deposit system and procedures for completion of county pay requests
- Knowledge of Livescan fingerprint machine, ability to complete paperwork to begin FBI/State Police checks of criminal history, knowledge to file and record documents and pay requests for Livescan services
- Ability to assist with the organization, delivery, and documentation of professional development activities
- Ability to work with difficult people/to be able to remain calm and find an answer or provide direction for upset individual in a professional manner
- Ability to travel to schools throughout the region and assist with licensure trainings and compliance visits
- Ability to sit for over 50% of the work day and to stand for periods of time throughout the day
- Ability to lift 30 pounds throughout the week
- Ability to take leadership role on job requirements and to complete duties accurately
- Ability to work well with others and to be able to assist co-workers when job demands necessitate: the ability to work as a team
- Responsible to attend administrative, planning, and informational meetings as requested

- Responsible for a work day consisting of eight hours in length. Normal work days at the Regional Office of Education will consist of the time frame of 8:00 a.m. until 4:30 p.m. with a half hour for lunch and two fifteen minute breaks. Employee work will occur at Regional Office and in the field (school sites/workshop locations)
- Personnel professional development and/or attendance at professional conference must be approved prior to attending. With approval, the ROE will pay for registration and conference costs
- Assume additional duties as assigned
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

Education and/or Work Experience Requirements:

- College coursework/Bachelor's degree preferred
- Experience working in an office environment
- Able to utilize technology—email, ISBE reporting systems, Microsoft Word, Excel
- Must be able to operate office equipment
- Excellent verbal and written communication skills, including ability to effectively communicate
- Ability to follow direction and work independently
- Team player with willingness to support departmental success
- Provide friendly, quality customer service to all individuals that contact the ROE.
- Work with educators through multiple communication mediums (email, phone, and face to face) to provide proper licensure and registration through State ELIS system
- Assist educators on professional development requirements and recording of information in the State Board of Education's ELIS system
- Provide educator information to the State Board of Education as required through the use of the ELIS system as well as accurately submitting required paperwork to ISBE
- Prepare/assist in the creation of documents for ROE as required, including Monthly Calendar, ROE Webpage Informational Updates, Training Materials, Substitute Teacher List, School Mailing Lists, School Contact Lists, Administrator Educator Directory
- Receive and resolve licensure deficiencies and delays
- Assist with Institute preparation, delivery, evaluation, and closeout
- Assist bookkeeper with office deposits and county pay requests/required separation of duties required by acceptable accounting checks/balances
- Provide GED and Para testing information, testing service, and record of completion
- Lead office documentation of annual school health life safety inspections and cyclical district compliance visits
- Organize, provide assistance with delivery, and lead documentation of professional development activities
- Answer the phone, receive emails, greet walk-in customers, assist with satellite service (on-site visits at districts) professionally and able to answer certification questions, take and relay accurate messages and direct individuals to correct ROE contact
- Attend trainings as required
- Lift boxes of copy paper, school directories, State of Illinois civic handbooks and civic handbooks as needed

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires sitting (6-8 hrs), standing/walking (1-2hrs) and constant use of the hands and fingers for typing/keyboarding. This position may experience occasional standing, walking, lifting, reaching and grasping and repetitive movements. Defined as Sedentary Work – exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, and pull of objects. Sedentary work involves sitting most of the time. Close visual acuity required to perform activity such as preparing and analyzing data and figures; viewing a computer terminal.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most activities are performed indoors in an office setting; some work involves location visits; While performing the duties of this position, the employee is subject to normal consistent temperatures, variable when at assigned locations. The noise level in the work environment is moderate.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.

This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.

I have read, reviewed and agree that this job description accurately reflects the position.

ACKNOWLEDGEMENT

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

Print Employee Name:

Employee signature:

Date:

Supervisor signature:

Date: