



Assistant Executive Director/Assistant Regional Superintendent North Cook Intermediate Service Center

Job Description

Purpose of Position

The Assistant Executive Director of the North Cook Intermediate Service Center (ISC) plans and provides a variety of professional learning and support services directed at helping North Cook schools develop and maintain educational excellence.

Reporting Relationships

The Assistant Executive Director reports to the Executive Director and assists with the operation and administration of the North Cook Intermediate Service Center. The Assistant Executive Director provides leadership for North Cook ISC to offer exemplary services to ultimately impact students' learning experiences and well-being.

Distinguishing Responsibilities

- Actively interface with North Cook schools and districts to determine professional learning needs
- Plan, schedule, and coordinate all professional learning activities offered by the ISC
- Recruit educational consultants and instructors to provide professional learning activities and customized consulting services
- Develop, promote, and coordinate support services and networking opportunities offered to educators
- Assist schools with school improvement efforts
- Manage all aspects of mentoring program for new administrators
- Stay abreast of new initiatives and information from State agencies and communicate key information to North Cook districts
- Seek, develop, and oversee grants associated with professional development
- Manage fiscal elements of all programs and grants under her/his purview
- Supervise ISC personnel associated with Professional Development Team
- Work with the Executive Director to determine the needs of districts serviced by the ISC and recommend changes to improve the ISC's programs
- Represent the ISC in relationships with State agencies at meetings, conferences, via phone and email, etc.
- Advance the purposes and goals of the ISC
- Maintain a high degree of professionalism and ethical conduct and implement sound practices
- Assist the Executive Director with duties as outlined in the School Code of the State of Illinois. These duties include, but are not limited to overseeing: Teacher Licensure, Truancy, McKinney/Vento, Health/Life Safety, and Compliance.

Minimum Qualifications

- Demonstrate evidence of experience in designing professional development opportunities and learning for students and/or adult learners
- Experience in a leadership role working with educators
- Experience related to local school improvement initiatives
- Evidence of strong communication skills and public presentation skills
- Valid Illinois teaching certificate
- Four (4) years teaching experience
- Valid administrative or supervisory certificate