



## North Cook Regional Office of Education/ Intermediate Service Center

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### **Position Title: Director of Education & Professional Learning (PL)**

#### **Description:**

This is a full-time, licensed position working for the North Cook Regional Office of Education/Intermediate Service Center in collaboration with 39 districts and two special education cooperatives in the North Cook Region. The **Director of Education & Professional Learning (PL)** works directly with the North Cook Leadership Team and reports to the Executive Director primarily in an office environment. This role requires a visionary with exceptional collaboration, presentation, organizational, and problem-solving skills in the area of educational leadership and professional learning.

Specific work schedule to be developed in collaboration with the Executive Director based on the North Cook calendar.

#### **Job Summary:**

- Provide continuous improvement guidance for schools/districts we serve
- Answer general inquiries from districts regarding education, curriculum, instruction, assessment, and student data
- Cultivate and foster partnerships with Area One PL Directors, IARSS, ISBE, school districts, cooperatives, universities/colleges, presenters, authors, and organizations
- Secure local, national and international speakers and authors for PL events
- Direct/Supervise an Administrative Assistant to facilitate event coordination
- Maintain positive relationships with Illinois State Board of Education (ISBE)
- Set up and facilitate district Collaborative Series as needed (i.e. C&I; Diversity, Equity, Inclusion, Belonging (DEIB); Student Services; Instructional Coaches; Building & Grounds groups)
- Annually create and analyze District PL Needs Assessment
- Assist district leaders in understanding the educational requirements of ISBE and legislation
- Facilitate and organize district Compliance Review visits each year with the North Cook Compliance Team
- Complete district PD Audits
- Oversee budgets for all aspects of professional learning department (PL)
- Hone the Leadership Coaching Program and the Mentor Program for Administrators
- Write Governing Board PL memos
- Complete the ROE/ISC Services Grant and Bi-Annual Periodic Reports in IWAS
- Attend to other responsibilities as assigned

#### **Preferred Skills:**

- Leadership experience as a school or district-level administrator
- Visionary planner
- Ability to apply Adult Learning Theory while establishing professional development/learning for educators
- Strong commitment to serving our 39 school districts, two special education cooperatives, and our high needs programs for at-risk and historically underserved students and their families
- Public speaking and writing skills
- Creative problem-solver
- Organizational prowess
- Basic budgetary skills

- Technology: Google Suite (Docs/word processing, Sheets/spreadsheets, Slides/presentations, Forms, Calendar), graphics, publishing, etcetera

**Intrapersonal Required:**

- Friendly, optimistic and approachable attitude, expressing genuine care for the success of programs
- Cooperates and communicates effectively with administrators, educators, and the office staff to ensure respect for confidentiality
- Works collaboratively and independently in a variety of settings and communicate effectively across a broad spectrum of stakeholders

**Physical Demands:**

- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee must occasionally lift and/or move up to 30 pounds; such as files, boxes, and paper supplies.
- Long term use of computer monitors and typing on the computer keyboard is required.

**Qualifications:**

Professional Educator License is required. Master's degree is highly preferred. Experience as a school or district-level leader is preferred. Experience in working closely with administrators and various educators. Adept at using Google Suite and planning professional learning for adults is preferred.

**Salary, Benefits and Working Conditions:**

The Director will earn a salary of approximately \$115,000-\$125,000 depending on experience. This position includes the following benefits:

- Individual Health insurance, PPO or HMO, Blue Cross Blue Shield (employee paid family insurance option)
  - Vision
  - Dental, MetLife
- Life insurance, MetLife – 1x annual salary and \$50,000

Retirement benefits for this position are facilitated through the Teacher Retirement System of the State of Illinois. North Cook will pay the Director's portion of their TRS/THIS contribution on behalf of the Director, approximately 10% of the salary. As a North Cook Administrator, the Director will annually receive 25 vacation days, 14 sick days, and 3 personal days.

Also, North Cook ROE/ISC observes the following Federal and State holidays: 4th of July, Labor Day, Columbus Day, Election Day 2022, Veterans' Day, Thanksgiving, Martin Luther King Jr.'s Birthday, President's Day, Easter Holiday, Memorial Day, and Juneteenth; as well as a 2-week winter break that includes Christmas and New Years Day..

The NCISC takes great pride in its reputation for professional educational service and support to the educational professionals, students and their families in our region and beyond. The North Cook Intermediate Service Center is an equal opportunity employer.

**Application Procedure:**

Individuals interested in applying for this position must complete the online application in its entirety, including a cover letter, resume, and a list of at least three professional references. For questions regarding the position, please contact Dr. April D. Jordan, Assistant Regional Superintendent/Assistant Executive Director, at either [ajordan@ncisc.org](mailto:ajordan@ncisc.org) or 847-803-5604.