



North Cook Intermediate Service Center

Position Title: Educator Licensure Specialist / Fingerprint Technician

Description:

This is a full-time, non-certified position working with the North Cook Intermediate Service Center (NCISC) team. The Educator Licensure Specialist works with and under the direction of the Licensure Director, primarily in an office environment. The Educator Licensure Specialist is supervised and evaluated by the NCISC Executive Director.

Job Summary:

- Acting as a liaison of the Illinois State Board of Education to keep current and distribute up to date information on licensure laws and requirements
- Researching information on the Illinois State Board of Education website and in the Illinois School Code and administrative rules
- Assisting educators with questions pertaining to license and endorsement requirements and license renewal
- Responding to phone calls, emails, and walk-in inquiries in a timely and accurate manner
- Collaborating with the Illinois State Board of Education, human resources of North Cook school districts, and staff of North Cook Intermediate Service Center
- Helping school districts to ensure that all educators are in compliance and properly licensed for the position in which they are employed
- Scheduling and conducting fingerprint based criminal history records checks for North Cook educators.

Preferred Skills:

- Ability to use office equipment and computer software including: multi-line phone systems, scan, copy, fax, document filing, Microsoft Word, Excel, and PowerPoint
- Strong grammar and punctuation
- Ability to work closely with others, collaborate as a teammate, and work independently
- Be able to multitask and prioritize work
- Consistently maintain a professional and respectful attitude towards clients and co-workers

Qualifications:

Candidates should be well organized and have a friendly and patient demeanor. Candidates must have problem solving and conflict resolution skills. Bachelor's degree and/or office experience preferred, but not required.

Working Conditions:

The North Cook Intermediate Service Center offers a competitive compensation and benefits package to qualified individuals. Retirement benefits for this position are facilitated through the Illinois Municipal Retirement Fund. The NCISC takes great pride in its reputation for professional educational service and support to the educational professionals and students 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 Kevin Jauch, Executive Director, at either kjauch@ncisc.org or (847) 824-8300, or Shirley Bloom at sbloom@ncisc.org or (847) 824-8300.