

CHICAGO PUBLIC SCHOOLS
WEEKLY PUBLICATION: DECEMBER 14, 2011

THE

BULLETIN

INFORMATION FOR THE CHICAGO PUBLIC SCHOOLS

BULLETIN

The Bulletin, a weekly publication of the Talent Office

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Announcements

BULLETIN NO: 355
DATE: DECEMBER 14, 2011

Item 1: Welcome to the Internet

The Talent Office 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 Application Instructions for JOB OPENINGS**

Beginning immediately, teachers and ESP/PSRP who are interested in applying for school-based positions must submit an application online at <https://www.cps-humancapital.org/app/App.aspx>. School-based positions include, but are not limited to, the following categories:

- Case Managers
- Children's Welfare Attendant
- Counselors
- Parent Workers
- School Clerks
- School Security
- Special Education Classroom Assistants
- Teacher/Instructional/School Assistants
- Teachers -- including City-wide, Lead, Ancillary

Candidates applying for school-based administrator positions (Principal, Assistant Principal) Central Office and Area positions should continue to follow the instructions as outlined in the Personnel Bulletin for their position type.

Item 3: **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 for the advertisement of the following positions:

TYPE OF ADVERTISEMENT	
Assistant Principal {42}: Administrative Grade _____	
Teaching Assistant Principal [] or Freed Assistant Principal []	
[] Counselor	Teacher:
[] Head Teacher	
[] School Nurse	[] Regular {49}
[] School Psychologist	[] Bilingual {55}
[] School Social Worker	[] Options {54}

Cluster/Area or Site

School Name and Unit #

Address

City, State, Zip code, GSR #

Telephone, 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 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, Talent Office, Recruitment and Workforce Planning, 2nd 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 TO/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 Talent Office at: 773-553-2693.
2. The Approved posting will be forwarded to Rosa Franco-Treviño, Talent Office, for advertisement in the e-Bulletin.

If you have any questions, please call Rosa Franco-Treviño at (773) 553-2693.

Item 4: 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 17, 2011	September 7, 2011	March 14, 2012	March 28, 2012
August 31, 2011	September 14, 2011	March 21, 2012	April 4, 2012*
September 7, 2011	September 21, 2011	March 28, 2012	April 11, 2012
September 14, 2011	September 28, 2011	April 4, 2012	April 18, 2012
September 21, 2011	October 5, 2011	April 11, 2012	April 25, 2012
September 28, 2011	October 12, 2011	April 18, 2012	May 2, 2012

October 5, 2011	October 19, 2011	April 25, 2012	May 9, 2012
October 12, 2011	October 26, 2011	May 2, 2012	May 16, 2012
October 19, 2011	November 2, 2011	May 9, 2012	May 23, 2012
October 26, 2011	November 9, 2011	May 16, 2012	May 30, 2012
November 2, 2011	November 16, 2011	May 23, 2012	June 6, 2012
November 9, 2011	November 23, 2011	May 30, 2012	June 13, 2012
November 16, 2011	November 30, 2011	June 6, 2012	June 20, 2012
November 23, 2011	December 7, 2011	June 13, 2012	June 27, 2012
November 30, 2011	December 14, 2011	June 20, 2012	July 4, 2012
December 7, 2011	December 21, 2011	June 27, 2012	July 11, 2012
December 14, 2011	December 28, 2011*	July 4, 2012	July 28, 2012
December 21, 2011	January 4, 2012*	July 11, 2012	July 25, 2012
December 28, 2011	January 11, 2012	July 18, 2012	August 1, 2012
January 4, 2012	January 18, 2012	July 25, 2012	August 8, 2012
January 11, 2012	January 25, 2012	August 1, 2012	August 15, 2012
January 18, 2012	February 1, 2012	August 8, 2012	August 22, 2012
January 25, 2012	February 8, 2012	August 15, 2012	August 29, 2012
February 1, 2012	February 15, 2012	August 22, 2012	September 5, 2012
February 8, 2012	February 22, 2012	August 29, 2012	September 12, 2012
February 15, 2012	February 29, 2012	September 5, 2012	September 19, 2012
February 22, 2012	March 7, 2012	September 12, 2012	September 26, 2012
February 29, 2012	March 14, 2012	September 19, 2012	October 3, 2012
March 7, 2012	March 21, 2012	September 26, 2012	October 10, 2012

***There is no publication of the Personnel Bulletin During Christmas Vacation**

****There is no publication of the Personnel Bulletin During Spring Vacation**

Item 5: 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. Talent Office 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 6: 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 Talent Office 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 7: 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 8: 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/), or picked up at the Staffing Unit of the Talent Office. Employees are asked to complete all relevant sections, sign, date, and submit the original completed forms to the:

Talent Office
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 9: 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 10: 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/
- 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.

Item 11: 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 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 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 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 Talent Office Central' Employee Services Department.**
- **An application will only be considered when all official transcripts are on file with the Talent Office ' Employee Services Department and all sections of the application have been completed.**
- **At the time of filing transcripts and/or the application, the Talent Office' 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 Talent Office' Employee Services Department receives proper claim (the completed Application for Review of Credentials for PSRP NCLB Title Upgrades and all official transcripts). The Talent Officer' 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 12: 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

Item 13: Administrative Transfers – Open Transfer Period in Effect

An Administrative Transfer is a transaction that occurs when an employee transfers from one unit to another unit.

- Administrative Transfer Request should be submitted electronically by the receiving principal through the DS2 Transfer System.
- Principals can track the progress of transfers submitted electronically through the DS2 Transfer System.

Open Transfer Period (sending principal approval NOT required):

- For Administrative Transfers to be effective on the first day of the second semester, teacher transfer requests without the consent of their current principal must be submitted to the Talent Office between 75 and 30 calendar days prior to the semester.
- Any second semester Administrative Transfers submitted after the open transfer period, or for transfers for an effective date other than January 30, 2012, must include the approval signature of both the sending principal and the receiving principal.

The Second Semester Open Transfer Period is from:

November 11, 2011 – December 28, 2011

The effective date of the transfer is January 30, 2012.

Teachers interested in an administrative transfer must complete an On-Line Application at:

<https://www.cps-humancapital.org/app/>.

EMPLOYMENT OPPORTUNITIES

DATE: DECEMBER 14, 2011



Talent Office

Opening Gateways to Human Potential

TALENT OFFICE - EMPLOYEE SERVICES
320 North Elizabeth Street
Call Center for TO: 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 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 for Instructions.

Geographic Network	North/Northwest Network
School Name/Address	Ogden International High School – Unit #24731 1250 W Erie St Chicago, IL 60642 - GSR #35
Telephone	773-534-0866
Fax	773-534-0869
Grade or Subject	Mathematics - High School, International Baccalaureate ALL APPLICANTS MAKE THE FOLLOWING BINDING COMMITMENTS IN SUBMITTING APPLICATION FOR THE SELECTED POSITION(S). <u>PROSPECTIVE APPLICANTS WHO ARE UNABLE OR UNWILLING TO MEET COMMITMENTS SHOULD NOT APPLY:</u> <ul style="list-style-type: none"> • Commitment to complete 36 hours of training in International Baccalaureate (IB) and related topics for three years and as required in subsequent years. Training will be outside of school hours, sometimes on weekends, possibly during summer months. Some training may involve travel to training programs. CPS will pay registration, hotel and airfare in compliance with Chicago Public Schools Policy Manual guidelines. The successful candidate must comply with the terms listed in the offer letter. • Commitment to develop and implement professional development opportunities. • Commitment to participate in other training and professional development annually. • Commitment to actively promote the program to the community. • Commitment to coordinate, participate in and sponsor after-school activities involving students, parents, colleagues and/or community stakeholders. <p><i>*Note: The foregoing commitments are pre-conditions on which offers of employment for these positions will be made. Commitment is ongoing and successful applicants who fail to meet commitments are subject to removal from position.</i></p>
Certificate Requirements	Successful applicants must meet <u>all</u> mandatory minimum requirements. SUCCESSFUL CANDIDATE MUST MEET THE FOLLOWING MINIMUM PROFESSIONAL QUALIFICATIONS: <ul style="list-style-type: none"> • Type 9 or alternative certification issued by the Illinois State Board of Education, as required for the position. • Content area certification or endorsement. • Demonstrated knowledge and understanding of, and ability to implement and apply, National and Illinois Learning Standards, as appropriate to the position. <p>APPLICANTS WITH THE FOLLOWING QUALIFICATIONS, ABILITIES, PROFICIENCIES, SKILLS AND EXPERIENCE ARE PREFERRED*:</p> <ul style="list-style-type: none"> • Type 75 administrative certificate National Board Certification • Golden Apple Award recipient • Four years teaching experience • Two years administrative or teacher training experience • Knowledge and experience in curriculum mapping • Experience teaching in an International Baccalaureate program <p><i>(*Note: Possession of preferred qualifications does not guarantee selection.)</i> Candidates who fill the proposed positions will initially be placed in pre-certificate positions with a unique program number and will remain in those positions until IB training is completed. Upon successful completion of the IB training, teachers will be placed in IB teaching positions with a unique program number. A commitment to successfully and timely complete the initial IB training; a commitment to ongoing training and professional development activities beyond the initial training; and sponsorship of after-school activities are continuing conditions of employment for these positions.</p>
Submit To Principal	Kenneth M. Staral ALL APPLICANTS MUST COMPLETE ALL ELEMENTS OF THE APPLICATION PROCESS. CANDIDATES WHO FAIL TO DO SO WILL NOT BE CONSIDERED. Letter of interest and intent. Candidates must submit a letter of interest and intent that includes: (cont...)

Submit To Principal

- Acknowledgement of, and commitment to, the conditions for position
- A detailed description of the candidate's interest in integrating an international perspective into content areas of the curriculum
- A detailed description of how candidate meets each of the mandatory minimum qualifications, abilities, proficiencies and experiences
- A detailed description of any preferred qualifications that the candidate possesses

Candidates must also:

- Provide evidence that candidate possesses all mandatory minimum qualifications
- Participate in interview with Search Team
- Consent to classroom observation (observations are at discretion of the Search Team)
- Lesson modeling to Search Team (lesson modeling is at discretion of the Search Team)
- Submit resume that includes name and contact information
- Provide at least two references from persons with knowledge of candidate's teaching and instructional abilities and other skills, proficiencies and experience

Letter of intent must contain original signature. Facsimile copies will not be accepted.

Other information

The IB aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The program offers a rigorous curriculum that encourages students to become active, compassionate and lifelong learners with understanding and appreciation of cultural differences.

Applicants are required to commit to training, professional development and after-school activity commitments when submitting their applications for consideration.

Training begins in summer 2011 for teachers selected.

SUCCESSFUL CANDIDATES MUST DEMONSTRATE THE FOLLOWING MINIMUM INTERESTS, SKILLS, ABILITIES, PROFICIENCIES AND/OR EXPERIENCES:

- Interest in integrating international-mindedness into instruction;
- Excellent direct instructional skills and experience and/or ability to employ student-centered learning instructional techniques;
- Record of excellent classroom management skills or demonstrated ability to effectively manage classrooms;
- Demonstrated ability and/or experience in diversifying instructional strategies and employing a variety of assessment tools to inform instruction;
- Demonstrated proficiency in making data-driven pedagogical decisions, i.e., ability to conduct data analysis with respect to student performance and make modifications, adjustments or changes to instruction, curriculum and teaching techniques based on data analysis;
- Experience, ability and/or willingness to participate in collaborative instructional planning and curriculum development with professional colleagues, including the creation of curriculum units;
- Demonstrated ability to work collaboratively in, and with, a diverse school community including parents, guardians and other community stakeholders, in providing top-quality elementary education, e.g., experience, interest and/or ability to assist and develop SIPAAA in collaboration with parents and community members, and experience and/or ability to engage parents and guardians in collegial and collaborative effort to address students' educational needs;
- Demonstrated excellence in oral and written communication; and
- Demonstrated excellence in interpersonal skills.

Geographic Network School Name/Address

O'hare Network
Scammon School - Unit #5730
4201 W. Henderson
Chicago, IL 60641 – GSR #29