



North Cook Regional Office of Education/ Intermediate Service Center

Position Title: Licensure Specialist/Fingerprint Technician

Description:

This is a full-time, non-certified position working with the North Cook Intermediate Service Center (NCISC) team. The Licensure Specialist/Fingerprint Technician is a member of the Licensure Department and is supervised and evaluated by the North Cook Regional Superintendent. The Licensure Specialist/Fingerprint Technician works primarily in an office setting.

Job Summary:

- Act as a liaison of the Illinois State Board of Education to keep current and distribute up to date information on licensure laws and requirements to educators
- Research information on the Illinois State Board of Education website and in the Illinois School Code and administrative rules
- Assist educators with questions pertaining to license and endorsement requirements and license renewal
- Review college transcripts and assist educators in regard to endorsement requirements and deficiencies
- Respond to phone calls, emails, and walk-in inquiries in a timely and accurate manner
- Collaborate with the Illinois State Board of Education, other Licensure Specialists, human resources personnel of North Cook school districts, and staff of North Cook Intermediate Service Center
- Help school districts to ensure that all educators are in compliance and properly licensed for the position in which they are employed
- Schedule and conduct fingerprint based criminal history records checks for North Cook educators
- Assists with Compliance visits annually to a rotating schedule of approximately ten (10) suburban North Cook school districts to ensure that all educators are properly licensed and endorsed for the position in which they are employed

Preferred Skills:

- Ability to use office equipment and computer software including: multi-line phone systems, scan, copy, fax, document filing, proficient in Google and Microsoft Office suite (word processing, spreadsheets, and slide decks)
- 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.

Salary, Benefits and Working Conditions:

The Licensure Specialist can earn a salary of approximately \$45,000 to \$55,000 depending on experience, skillset, and level of education. 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 Illinois Municipal Retirement Fund (IMRF). As a 12-month employee, you will receive 12 vacation days (adding one day annually up to 20 maximum), 12 sick days, and 2 personal days. Also, NCISC observes Federal and State holidays (4th of July, Labor Day, Indigenous Peoples' Day, Veterans' Day, Thanksgiving Break (3 days), Holiday Break (2 weeks), Martin Luther King Jr.'s Birthday, Presidents' Day, Good Friday-Observed, Memorial Day and Juneteenth).

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 Regional Office of Education/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 personalized cover letter describing the applicant's skills and reason that they believe that they would be an ideal candidate for the position, 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.