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|  | **STATE OF ILLINOIS** Human Services [http://work.illinois.gov](http://work.illinois.gov/) |   |
| Invites applications for the position of: |
| **SENIOR PUBLIC SERVICE ADMINISTRATOR - OPT 8T** |

*An Equal Opportunity Employer* |
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| **BID ID #:** 10-45-24318  |  |

**SALARY** Salary: Depends on Qualifications |

**OPENING DATE:** 07/21/20**CLOSING DATE:** 08/25/20 05:00 PM**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:**The State of IllinoisOffice of the Governoris seeking qualified candidates for the following vacancy:SUPERINTENDENT - Illinois School for the Visually Impaired, Jacksonville, ILThe superintendent of the Illinois School for the Visually Impaired (ISVI) performs job duties for approximately 140 students whose primary disability is Blind or visual impairment and who may have secondary disabilities, ages birth to 22.General responsibilities include: * Oversight of all school administration and operations, including educational, residential, transition and related programs.
* Setting high standards and ensuring they are met when planning, organizing and directing staff in delivering high quality educational and residential programming to promote cognitive, physical and social growth of students in compliance with the Illinois State Board of Education (ISBE) mandates and federal statutes.
* Establishing and maintaining positive relationships with outside agencies, including DHS, ISBE, state and local education agencies, the ISVI Advisory Council, parent organizations, alumni association, service providers, national organizations and community service organizations.
* Establishing fiscal oversight/control of school budgets including strategic and fiscal planning with the DHS Budget Division and other entities.
* Establishing and maintaining a good, strong working relationship with the various unions represented on campus, including contract negotiations and interpreting collective bargaining rights.
* Representing ISVI, DHS and the state of Illinois at hearings, meetings and conferences and serve as liaison to advocates, community service agencies, parents and the general public on issues related to the education of students who are Blind or visually impaired.

**Specific responsibilities include:*** Ensure ongoing curriculum development.
* Support and promote Career/Vocational Education programs within the transition curriculum.
* Establish good communication and effective working relationships with internal and external entities, the media, legislators, etc., following proper procedures and protocol for notification to DHS administration.
* Ensure understanding of and adherence to ISVI’s mission, key policies and compliance requirements.
* Direct strategic planning activities utilizing members of the Advisory Council, advocacy groups, key staff and other stakeholders.
* Ensure an effective staff complement, including the recruitment, training and development, performance management, support and retention of qualified staff.
* Enforce ethics standards for all students, staff and employees of ISVI.
* Ensure the delivery of high quality programming by the principals, director of support services and other key administrators and staff.
* Support staff in the continuous upgrade of curriculum, training and technical resources.
* Promote programs and curriculum for all students who are Blind or visually impaired across the state.
* Make use of, as well as ensure training and use by staff of data bases, including tests scores and their interpretation, graduation rates, transition outcomes, etc.

**MINIMUM REQUIREMENTS** Qualifications:Candidate must have the following:         * an administrative certificate
* a superintendent endorsement
* degrees in both educational administration and vision education
* a minimum of fifteen (15) years of experience in either vision education, the administration of vision education, or a combination of the two

Experience and Knowledge:* Candidate must have working knowledge of the Illinois School Code or the ability to acquire this knowledge as well as working knowledge of federal statues related to special education, IDEA, the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act.
* Candidate must possess effective communication skills and abilities in writing, speaking, listening as well as strong self management and interpersonal skills.
* Candidate must be a child/student centered leader and understand behavior issues related to disabilities.
* Candidate must possess knowledge and understanding of secondary disabilities.

This position is appointed by the Governor of Illinois and confirmed by the Illinois Senate.  Also, this position is a 12-month position and the starting salary is negotiable.**WORK HOURS & LOCATION/AGENCY CONTACT**Illinois School for the Visually ImpairedJacksonville, Illinois **HOW TO APPLY** If interested in applying for this position, please send the following to Quinetta L. Grant, Chief of Staff, Illinois Department of Human Services, Division of Rehabilitation Services, 100 South Grand Avenue East, Springfield, Illinois 62794-9429.  Information can also be sent electronically to:  Quinetta.Grant@illinois.gov* Resume
* Letter of Intent
* Copies of relevant certificates and endorsements
* Copies of relevant diplomas

**DEADLINE TO APPY:   August 25, 2020** |
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| APPLICATIONS MAY BE FILED ONLINE AT:[http://work.illinois.gov](http://work.illinois.gov/) | Job #10-45-24318 SENIOR PUBLIC SERVICE ADMINISTRATOR - OPT 8TMB |

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