



Job Title Senior Project Manager - IT

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology Management

Salary Target for this position is \$90,000

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree in IT, Technology and/or Administration, or an equivalent combination of education and experience. Master's Degree in Technology or Business Administration preferred. Five (5) years of experience managing large projects and implementing information systems or in a role relating to the duties of this position. PMP certification strongly preferred. May be required to obtain licensing and/or certification, including but not limited to Certified Project Manager, Microsoft software and other related competencies.

KNOWLEDGE, SKILLS, AND ABILITIES

Detailed knowledge in the practices and principles in producing technical reports using desktop publishing software and other IT related systems and programs.

Detailed knowledge of the development of IT project plans and administration in a computer based environment using Microsoft Projects, Visio and Power Point presentations. Detailed knowledge of cross-functional project management methods and techniques. Working knowledge of information technology applications, processes, software, and hardware. Working knowledge in developing budgets, coaching, supervision, staffing, project management, management proficiency, process improvement, tracking budget expenses, planning, performance management, and teamwork. Working knowledge of technology life cycles, the concepts, and practices in implementing effective technology systems. Good verbal, written and interpersonal communication skills. Ability to write technical and non-technical project materials including project plans, timelines, vendor agreements, and status reports.

Ability to work effectively with a diverse client base.

Applicants, if hired, must comply with CTA's residency ordinance.

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IT IS THE POLICY OF THE CHICAGO TRANSIT AUTHORITY THAT NO EMPLOYEE OR APPLICANT FOR EMPLOYMENT WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, COLOR, CREED, RELIGION, SEX, MARITAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, ANCESTRY, AGE, UNFAVORABLE MILITARY DISCHARGE OR DISABILITY, PROVIDED THAT THE INDIVIDUAL WITH THE DISABILITY IS ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WHICH HE/SHE DESIRES TO HOLD WITH REASONABLE ACCOMMODATION BY THE AUTHORITY.

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Job Title Senior Internal Auditor

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Office of Internal Audit

Position Summary: Salary to be determined by the selected candidate's experience and qualifications. Conducts and supervises financial, operational, performance, compliance, information technology and other audits or reviews as assigned

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's degree in accounting, finance, or other business field, public administration, computer science, or other relevant field. Professional certification such as CPA or CIA is preferred. Five or more years of internal audit experience required, preferably financial, compliance, or operational audits or reviews, including leading audit teams of 1-3 people with responsibility for audit planning, to fieldwork, to reporting, and closeout. Experience in conducting annual risk assessments, including interviews, to identify risk and define an internal audit plan. Experience in conducting fraud risk assessments, including interviews, to determine possible fraud indicators and internal controls to prevent and detect fraud.

PHYSICAL REQUIREMENTS: Limited physical demands associated with an office environment. In the field, may be exposed to noise, machinery, and garage environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer applications, statistical and other analytical techniques, performance measurement, principles of management and supervision, and auditing standards. Ability to apply professionalism and discretion while maintaining effective working relationships with organizational management and personnel. Strong written and verbal communication skills including ability to clearly and effectively articulate results of work performed to Office of Internal Audit leadership.

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Job Title Senior Mobility Administrator

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

EDUCATION/EXPERIENCE REQUIREMENTS

Bachelor's degree in Information Technology, or a related technology field, plus three (3) years of mobility experience, or an equivalent combination of education and experience. Two (2) years of mobile server administration experience preferred. Certified mobile administrator. Network+ Certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES: Detailed knowledge and experience working with Mobile Device Management. Detailed knowledge of the principles and practices in administration and maintenance of Mobile Device Management software and equipment. Detailed knowledge of various mobile technologies and operating systems: IOS, BES, Android. Working knowledge and experience with MDM deployment, design, and administration. Working knowledge of the methods and practices in full software development lifecycle: including business/system analysis, gathering requirements, development, testing, and delivery. Working knowledge in the practices of interfacing with service providers and mobile technology vendors. Working knowledge of network technologies. Working knowledge of mobile and cellular technologies. Strong Windows Server Administration skills and experience. Strong analytical skills. Strong oral and written communication skills. Strong computer skills. Strong troubleshooting skills. Good project management skills. Good interpersonal skills. Good customer service skills. Ability to administer and configure MDM servers along with MDM software. Ability to test, configure, and implement mobile solutions into existing MDM environment. Ability to easily and effectively interact with technical, non-technical, support, and business staff at all levels. Ability to consistently meet deadlines. Ability to multi-task and work independently on most complex assignments. Ability to administer and configure servers with MDM software. Ability to analyze data and create succinct reports using Excel to determine trends and anomalies.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Coordinator, Mobility

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Technology

Position Summary

Salary to be determined by the selected candidate's experience and qualifications. Under general supervision, assists with the overall operations and administration of the Authority's Mobile Device infrastructure and its associated software and security components. Monitors and manages Authority mobile devices and audits mobile device inventory and usage. Provides general user support services, including troubleshooting technical issues.

EDUCATION/EXPERIENCE REQUIREMENTS

Associate's Degree in Information Technology, Telecommunications, or a related field, plus three (3) years of experience managing mobile communication service and equipment and/or experience/exposure with Mobile Device Management (MDM), or an equivalent combination of education and experience.

Certified Mobile Administrator preferred.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing, visual acumen, manual dexterity, and fingering for working with computer keyboards.

Applicants, if hired, must comply with CTA's residency ordinance.

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Job Title Facilities Maintenance Department - Management Positions

Location Chicago, IL, US

Job Type Full - Time Permanent

Department Facilities Maintenance

Position Summary

Salary to be determined by the selected candidate's experience and qualifications.

The Chicago Transit Authority (CTA) currently has opportunities available in all management levels in Facilities Maintenance. These individuals will manage and direct the activities of the Facilities Maintenance Department to ensure that proper administrative procedures, standard operating procedures, policies, safety, and maintenance procedures are met to maximize cost efficiency. Manages, plans, and supervises the activities of personnel responsible to maintain Authority facilities and related properties. Candidates interested in these positions must possess one or more of the requirements provided in the description below.

EDUCATION/EXPERIENCE REQUIREMENTS: Bachelor's Degree or a combination of education and experience relating to position, or equivalent military experience. Three (3) to ten (10) years of experience in facility maintenance and repair plus at least one (1) year in a supervisory or management role. Transit operations experience preferred. Must possess or be able to possess a valid State of Illinois Driver's License.

PHYSICAL REQUIREMENTS

Requires sitting for extended periods of time, standing visual acumen, manual dexterity, and fingering for working with computer keyboards. Standing, sitting, walking, climbing ladders, scaffolding, and stairs during field inspections, emergencies, etc. Required to walk on uneven ground in rail yards, electrified right-of-way, or elevated structures. Can be exposed to outside elements at any time. Required to drive a vehicle to various field locations.

Applicants, if hired, must comply with CTA's residency ordinance.

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Clinical Dietitian

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve.

Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Assess the patients' nutritional status for maintenance or intervention.

Coordinates, plans, and counsels patients and their families in nutritional principals, food plans, and patterns of food selection that are tailored to the individual's lifestyle.

Develops patient educational material for distribution.

Conducts meal rounds at meal time to assess acceptance of meals and to handle any problems with the meal service.

Full Time – 8 a.m.-4 p.m. Required to work every other weekend

EOE

"A Tradition of Caring" since 1904.

Requirements:

Bachelor's degree in Nutrition or related field. Registered and Licensed Illinois Dietitian. Minimum 2 year hospital dietitian experience. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

Applicants may submit [downloaded employment applications](#) and resumes in the following ways:

Email: employment@stbh.org

Fax: (773) 962-0034

Mail: Human Resources Department
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Cook

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Description:

Responsible for the preparation of a large volume and variety of food to be served while complying with all applicable sanitation, health, and personal hygiene standards and follow established food preparation programs and procedures.

Also responsible for the appropriate use of Hospital supplies and equipment to minimize loss, waste, and fraud.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Minimum of 1 year of food service experience

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Food Service Worker

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Description:

Responsibilities include cleaning stations, work areas, and equipment daily. Prepare food items required for next day. Pass, collect, and scrap food trays.

Set-up tray line stations, proper utensils, condiments, and food needed for meals.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED
Minimum of 2 years of food service experience

Minimum 1 year hospital dietary experience.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Human Resources Assistant

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Description:

The Human Resources Assistant is responsible for providing administrative support of day-to-day human resources operations. S/he performs a variety of tasks necessary to carry out departmental operations, including new hire orientation, performance evaluations, and maintaining employee files. S/he is also responsible for processing change of status forms in accordance with Hospital policies and assists the Director with human resources projects.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED or combination of education, knowledge, skills, mental development, and relevant experience that enables performance of all aspects of the position. Minimum of two (2) years of Human Resources experience. Be able to type 50 wpm and have a working knowledge of Microsoft Office programs. Minimum of two (2) years of computer operations experience (i.e. scanners, printer, and computer software). Healthcare background is a major plus. Excellent verbal, writing and interpersonal skills are essential. Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Security Officer

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Description:

Inspect, monitor, control and patrol work sites. Continuously monitor environment for hazards and safety conditions. Maintain visitor control log in accordance with hospital regulations. Assist medical personnel. Protect hospital employees and assets, as needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High School diploma or GED, 20-hours security training certificate, current PERC card, 25 years of age, and valid drivers' license are absolutely required.

(Please do not apply for this position if you do not meet the minimal requirements listed above.) At least 1 year of pertinent experience.

Hospital assignment background is a major plus.

Excellent verbal, writing and interpersonal skills are essential.

Good computer skills.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Manager of Nursing (Infection Control)

St. Bernard Hospital and Health Care Center is committed to participate as an active partner in the well-being of the community we serve. Since our founding in 1904, St. Bernard Hospital and Health Care Center has been a continuously growing entity within Englewood and the Southside communities of Chicago.

Description:

Oversees the daily operations of the Infection Control Department. The Manager of Nursing functions as a member of the Nursing Management Team. S/he monitors and investigates known or suspected sources of infections in order to determine the source and ensure control. The Manager of Nursing reviews sterilization and disinfection techniques and recommends changes, as needed. S/he provides related education to staff.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate of an accredited Nursing program.

Licensed Registered Nurse in the state of Illinois

Minimum of two (2) years of experience as a Registered Nurse in the field of Epidemiology or Infection Control.

Minimum of one (1) year of experience as a Charge Nurse or Nurse Manager.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Patient Care Technician

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Description:

Perform various direct patient care activities under the supervision of a Registered Nurse.

Collect and assist with blood specimens, weighing, bathing, toileting and feeding.

Assists medical staff with admissions, transfers, discharges, pre-operative and post-operative care and stocking of supplies.

EOE

"A Tradition of Caring" since 1904.

Requirements:

High school diploma or GED

Must be certified Phlebotomist and CNA.

Minimum of 1 years of experience in a hospital setting required.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Registered Nurse

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Description:

Evaluates, plans, implements, and documents nursing care for an assigned patient population.

Assists physicians during examinations and procedures. Performs various patient tests and administers medications within the scope of practice of a registered nurse.

Promotes patient's independence by establishing patient care goals and teaching patient and family to understand condition, medications, and self-care skills.

We offer a competitive salary and a full range of benefits including: paid holiday and vacation, health, dental, life, long-term disability, pension plan, and retirement plan.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Requires an associate's degree and/or graduated from a nursing school and a current RN licensure from the State of Illinois Department of Professional Regulations or valid temporary permit to practice nursing in the State of Illinois.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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RN-UR Clinical Case Manager

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Description:

This position is responsible for coordinating the continuum of care activities for our patients from admission to discharge as well as reviewing for optimum utilization of resources.

Efficient collaboration and communication with physicians, nurses, and other members of the health care team will be used to achieve desired patient outcomes.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Registered Nurse license in state of Illinois

Minimum of 2 years of clinical utilization review experience in acute care setting.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Ultrasound Technologist-On-Call

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Description:

The Ultrasound Technologist performs diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate, and record critical functional, pathological, and anatomical data. S/he schedules and coordinates tests; records test results, and prepare and maintain operational logs. The Ultrasound Technologist calibrates and maintains equipment and orders supplies when needed.

EOE

"A Tradition of Caring" since 1904.

Requirements:

Graduate from an AMA approved school of Radiologic Technology
A.R.R.T. certification required.

ARDMS (American Registry of Diagnostic Medical Sonographers) certificate.

Experience in performing NT (Nuchal Translucency) procedure.

Minimum of 2 years of Ultrasound Technologist experience

Meditech computer experience is a plus.

Knowledge and ability to use automated and conventional radiology equipment.

Qualified candidates must be familiar with standard concepts, practices, and procedures within their field.

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Job Title: Correctional Sergeant

Agency: Corrections

Closing Date/Time: Tue. 01/20/15 4:00 PM Central Time

Salary: \$4,161.00 - \$6,136.00 monthly

Job Type: Full-Time

Location: Will County, Illinois

Number of Vacancies: 01

Plan/BU: RC006

Bid ID#: IDOC29-82-15-4029

Minimum Requirements: Requires knowledge, skill and mental development equivalent to completion of four years of high school and completion of an approved correctional officer training program; requires one year of experience as a Correctional Officer in a penal or security institution; requires thorough knowledge of institution's physical layout and prison operation; requires thorough knowledge of institutional rules, regulations and requirements for the control of inmates; requires elementary knowledge of purposes, methods and practices of modern correctional institutions; requires visual/audio acuity; requires ability to climb, bend, stoop, run, jump, walk and stand for short or extended periods of time; requires ability to enforce and maintain discipline, safety, sanitation, security and custodial measures; requires a valid driver's license; requires ability to properly use firearms.

Position # 09717-29-82-310-12-01

Work Hours & Location/Agency Contact:

WORK HOURS: 7:00 a.m. to 3:00 p.m. Thursday through Monday, Days Off Tuesday and Wednesday,

LOCATION/AGENCY: IDOC/Stateville Correctional Center P.O. Box 112 Joliet, IL 60434

CONTACT: Jamille Kent Human Resources Rep, Stateville Correctional Center P.O. Box 112 Joliet, IL 60434 815-727-3607 ext. 5693 Fax # 815-727-0838 email

Jamille.Kent@doc.illinois.gov

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Environmental Health Specialist II

Agency: Public Health

Closing Date/Time: Tue. 01/20/15 5:00 PM Central Time

Salary: \$3,969.00 - \$5,913.00 monthly

Job Type: Full-Time

Location: Cook County, Illinois

Number of Vacancies: 1

Plan/BU: RC062

Bid ID#: IDPH 76525

Minimum Requirements:

Requires a Bachelor's degree from an accredited university of college with a minimum of 30 semester hours in the physical and/or biological sciences. Requires one year of professional experience in environmental health. Requires elementary knowledge of biology, chemistry, microbiology and toxicology as they relate to environmental health and safety. Requires elementary knowledge of epidemiology and the relationship of environmental conditions to the spread of disease. Requires elementary knowledge of general environmental health sanitation principles and practices. Requires ability to learn to conduct field inspections, surveys and investigations to determine eligibility for licensure or certification and /or assess compliance with applicable state and federal laws, rules and regulations. Requires ability to learn related field investigative techniques. Requires ability to collect field samples and operate field testing equipment. Requires ability to prepare routine reports, correspondence and activity logs. Requires ability to communicate effectively both verbally and in writing. Requires ability to establish and maintain satisfactory working relationships with coworkers and the general public. Requires a valid Illinois driver's license.

Work Hours & Location/Agency Contact: 8:30 am - 5:00 pm

Health Protection Food, Drugs & Dairies Bellwood, IL

Human Resources 535 West Jefferson Springfield, IL 62761

217/785-2031 ph #

217/785-2038 fax#

How to Apply:

This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

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Job Title: Mental Health Administrator I

Agency: Human Services

Closing Date/Time: Tue. 01/20/15 5:00 PM Central Time

Salary: \$3,174.00 - \$6,004.00 monthly

Job Type: Full-Time

Location: Cook County Zone 3, Illinois

Number of Vacancies: 01

Plan/BU: RC062 Bid ID#: 10-72-88258

Description of Duties/Essential Functions: This position observes and reports on residential living areas in regards to condition of furnishings and overall appearance as it relates to a home-like environment; coordinates the collection of data; monitors staff development activities; participates in making recommendations to the Executive Committee with regard to the solving of problems. The Mental Health Administrator will confer as necessary with higher level administrators on administrative matters, program development and evaluation issues, policy and procedure development, and complex individual habilitation matters, and the assignment and scheduling of personnel.

Minimum Requirements: Requires knowledge, skill and mental development equivalent to (1) A Master's Degree in administration, education or the behavioral sciences and successful completion of a comprehensive training program at the Mental Health Administrator Trainee level, (2) three years progressively responsible professional experience in or applicable to the provision of therapeutic patient services for the mentally ill or developmentally disabled and successful completion of an approved training program or (3) three years progressively responsible supervisory experience in or applicable to the care, treatment and development of the mentally ill or developmentally disabled and successful completion of an approved training program.

Work Hours & Location/Agency Contact: WORK HOURS: 8:30 AM -5:00 PM Mon thru Fri

WORK LOCATION: Elisabeth Ludeman Center

114 N. Orchard Drive Park Forest, IL 60466

CONTACT: Alice M. Chambers / Human Resources Representative -Building #60

Elisabeth Ludeman Center 114 N. Orchard Dr. Park Forest, IL 60466 (708) 283 3015

How to Apply: This position may require a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only)

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Cart Attendant Team Member

Target

1 S State St., Chicago , IL 60603

AVAILABLE: Days/Nights/Weekends

Keep carts clean, dry and available.

Keep store and restrooms clean.

Maintain clean, great-looking outside areas.

Resolve guest concerns quickly and professionally.

Apply online at <https://nro01.target.com/ape/jobcatalog/confirmPositions.do>

Telephone Interviewer and Bilingual Telephone Interviewer

Description

TeleSight is looking for qualified applicants (college students encouraged to apply) to conduct customer satisfaction surveys for various Fortune 500 companies in a casual call-center environment. NO SELLING involved!

Qualifications

Applicants must speak clearly with proper enunciation, type at least 40 w.p.m. also pass an assessment test.

Qualified applicants must display professionalism and the ability to represent TeleSight and our clients respectfully.

To Apply

If interested in applying please come to the TeleSight Employment Office at 820 N. Franklin, First Floor.

Employment Office hours are Monday-Friday 10 am-3 pm. For inquiries call 312-640-2548. All candidates will be required to come in prior to interview for a typing test.

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Teacher Assistant (Reading) (Job Number: P022433)

West Side-431 N Troy St (Dodge Renaissance Academy)

CHARACTERISTICS OF THE CLASS:

Under the general direction of the school principal, and under the immediate supervision of a teacher holding a valid state certificate directly engaged in teaching subject matter or conducting activities, assists in the instruction of pupils; and performs related duties as required.

MINIMUM QUALIFICATIONS:

Training and Experience. Completion of an Associate's degree from a college or university accredited by the North Central Association, or the successful completion of at least sixty (60) semester hours of college credit at a college or university accredited by the North Central Association, or successful completion of a Teacher Aide training program approved by the State of Illinois.

Knowledge, Abilities, and Skill. Good knowledge of proper English grammar and spelling, basic knowledge of mathematics, knowledge of Chicago Public Schools rules and regulations.

Ability to work with and for school-aged children, ability to follow written and oral instructions, ability to operate basic office equipment, ability to communicate effectively with the public.

Good oral and written communication skills, good reading skills, skill in operating audio-visual equipment and personal computers is highly desirable.

Physical Requirements.

Light Work:

Exerting up to twenty (20) pounds of force occasionally, or up to ten (10) pounds of force frequently, or a negligible amount of force frequently to move objects.

Even though weight of force moved may be only a negligible amount, a position should be rated as Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing or pulling of arm controls.

Apply online at

https://pcpsep.epm.cps.edu/psp/PCPSEP/EMPLOYEE/EMPL/s/WEBLIB_CPS_EXTN.ISCRIPT1.FieldFormula.IScript_CPS_EXTRNL_CAREERS

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