

FULL-TIME PROFESSIONAL SUPPORT STAFF VACANCY

TO: Local & Council Presidents
Executive Board Members
External Candidates

FROM: Dan Montgomery, President
Illinois Federation of Teachers

DATE: September 23, 2025

POSTING: FULL-TIME PROFESSIONAL SUPPORT STAFF-PROFESSIONAL LEARNING
SPECIALIST

As per the Illinois Federation of Teachers By-Laws Article VI, I hereby post a **full-time** professional support staff specialist vacancy to be initially assigned to the Westmont office ***effective on or after November 3, 2025.*** Job qualifications and duties for this position are listed on the attachments.

- (1) application is made by sending a letter and current resume to the attention of Barb Latta by e-mail to blatta@ift-aft.org ***no later than Friday, October 24, 2025;***
- (2) the IFT does not pay the cost of any expense incurred in the interview process, or any expense incurred in relocation when employment requires a change in residency;
- (3) interviewees will be selected from the application letters with current resumes received in the Westmont General Office;
- (4) interviews will be conducted in the Westmont General Office or via video conference;
- (5) employment will begin as per a mutual agreement between the successful applicant and the IFT;
- (6) salary and benefits as per experience and the contract between the IFT and IOU/CNG;
- (7) Illinois Federation of Teachers is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Any questions regarding the vacant position may be directed to the attention of Monique Redeaux-Smith by e-mail at mredeaux-smith@ift-aft.org.

Attachment: Job Qualifications and Main Functions



**Illinois Federation of Teachers
Professional Learning Support Staff Specialist
Job Qualifications**

1. Applicant must be able to work collaboratively with diverse individuals and groups and demonstrate a positive attitude in interpersonal and public interactions.
2. Applicant must be able to collaborate with different departments within the IFT.
3. Applicant must demonstrate deep knowledge and a strong commitment to racial justice and antiracism and demonstrate the ability to help lead such work.
4. Applicant must demonstrate knowledge of current issues within education and education policy.
5. Applicant must be able to handle multiple tasks/projects simultaneously.
6. Applicant must demonstrate superior organization skills and dedication to completing projects in a timely manner.
7. Applicant must be able to work independently and effectively with minimal supervision.
8. Applicant must demonstrate superior computer and internet skills, including the use and optimization of Microsoft Office products, web-based applications and programs, as well as company specific technical programs and systems.
9. Applicant must be able to work some weekends and evenings as required and some in-state and out of state travel may be required.

**Illinois Federation of Teachers
Professional Learning Support Staff Specialist
Main Functions**

1. Coordinate with UPID and Meetings departments to plan and facilitate in-person and virtual trainings, workshops and presentations for IFT staff, Executive Board, locals/councils, and IFT members.
2. Coordinate with the Communications staff and UPID Professional Staff to ensure that UPD information on the IFT website is current, promote UPD programs with member email and on various IFT social media platforms, and arrange for printed materials and promotional supplies for UPD programs.
3. Navigate different computer software systems to conduct and facilitate online/remote meetings, training, workshops, etc. and the registration for these.
4. Utilize different computer publishing software to assist in creation of visually appealing and engaging workshop/training course materials and presentations.
5. Support and assist UPID professional staff in the teaching of courses, including those addressing race and antiracism, with affinity groups and diverse audiences.
6. Create and maintain digital system for organizing and storing materials for all IFT-created courses (*i.e.*, agendas, course descriptions, training plans, course materials, PowerPoint presentations, etc.).
7. Perform financial accounting and record keeping duties associated with IFT and AFT ULI programs, IFT LEAD Program, and other programs funded through the Union Professional Issues Department.
8. Collect, organize and perform audit duties associated with maintaining IFT professional development provider status.
9. Organize and execute the annual IFT scholarship approval program by coordinating with the board members who are responsible for selecting and distributing the awards.
10. Coordinate annually with Accounting to process PD rebates for locals.
11. Report directly to the Director of Professional Issues, follow the directives of the President/COO and other administrators, and perform other duties as assigned.