



A Union of Professionals

FULL-TIME PROFESSIONAL SUPPORT STAFF

**TO: Local & Council Presidents
Executive Board Members
External Candidates**

**FROM: Dan Montgomery, President
Illinois Federation of Teachers**

DATE: October 23, 2024

**POSTING: FULL-TIME PROFESSIONAL SUPPORT STAFF - REGION AND OFFICE
ASSIGNMENT – NORTHERN REGION - WESTMONT OFFICE BUILDING (see
attached job description)**

As per the Illinois Federation of Teachers By-Laws Article VI, we hereby post a full-time professional support staff position assigned to the Westmont office, **effective immediately**. Job qualifications and duties for this position are listed in the attachments. Those interested in applying for the above listed position should understand that:

- (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 **Monday, November 4, 2024**;
- (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 by the deadline;
- (4) **initial** interviews will be conducted in the IFT Westmont Office or via Zoom;
- (5) employment will begin as per 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.

Questions regarding the vacant position should be directed to Monique Redeaux-Smith, Director of Union Professional Issues and Maureen Shanahan, Director of Internal Operations, at the Westmont Office by telephone at 630/468-4080 or by e-mail to mredeaux-smith@ift-aft.org and mshanahan@ift-aft.org.

Attachment: JOB DESCRIPTION

Job Description: VIRTUAL INSTRUCTIONAL COACH & MENTOR (VIC) SUPPORT STAFF

Position Overview: The VIC Support Staff is responsible for maintaining accurate records, managing participant information, and ensuring smooth communication and follow-up with program participants. This role involves meticulous record-keeping, regular updates, and active participation in team meetings. This represents 80% of the total job description.

Key Responsibilities:

1. Program Database Management:

- Maintain Illinois Federation of Teachers (IFT) VIC database, including information on coaches, mentors, new teachers, coach/teacher matches, and districts.
- Ensure up-to-date information, especially during the first quarter of the school year.
- Follow up with participants for missing information.

2. Stipend Records Management:

- Maintain stipend records for Chicago Teachers Union (CTU) and IFT participants by grant year.
- Ensure stipends (coach training, coaching, mentor training, mentor, new teacher) match authorized invoices.
- Quickly resolve discrepancies in stipend payments.
- Communicate with Accounting Firm
- Track stipends to ensure compliance with ISBE contract limits.

3. Monthly and Quarterly Updates:

- Update the ISBE Google sheet monthly with participant names, IEIN numbers, and school districts.
- Update Digital Promise rosters upon request.
- Complete the ISBE demographics spreadsheet quarterly.
- Provide monthly participant numbers for ISBE reports.

4. Activity Logs and Invoices:

- Track submission of monthly activity logs from coaches and mentors.
- Follow up with those who haven't submitted logs before invoice creation.
- Create participant invoices each month for CTU and IFT.

5. Participant Communication and Follow-Up:

- Schedule new participants for program orientation.
- Track submission of W9 and direct deposit forms, following up as needed.

6. Support and Monitoring:

- Monitor JotForm for coach applications, recommendation forms, new teacher interest forms, and local/district interest forms.
- Conduct periodic audits with coaches and mentors to confirm caseloads.
- Schedule participants for quarterly (eventually monthly) support forums by role (coach, mentor, new teacher/clinician).

7. Team Collaboration:

- Participate in bi-weekly VIC internal team check-in meetings.
- Communicate information from participants to program coordinators.

Qualifications:

- Strong organizational and record-keeping skills.
- Ability to follow up and resolve discrepancies efficiently.
- Proficiency in using spreadsheets and online platforms for data management.
- Excellent communication skills for coordinating with participants and team members.
- Attention to detail and ability to manage multiple tasks simultaneously.

Preferred Skills:

- Experience with educational programs and participant management.
- Proficiency in using spreadsheets, databases, and online forms.

Job Description: UNION BUILDING FUND (UBF) SUPPORT STAFF

Position Overview: The Union Building Fund Support Staff is responsible for the scheduling and overseeing of all maintenance and repairs to the building, equipment, parking lot and landscaping. This represents 20% of the total job description.

1. Fire related annual inspections:

- Fire sprinkler
- Fire alarm
- Reduced Pressure Zone (EPZ) - domestic, irrigation and fire lines with electronic submission to Westmont Fire Department
- Fire extinguishers
- Westmont Fire Department

2. Building

- Schedule annual roof inspection
- Schedule repairs of windows, as needed
- HVAC-schedule quarterly maintenance, as well as service calls, as needed
- Generator-schedule quarterly maintenance and handling issues as they occur
- Schedule semi-annual maintenance of the uninterruptible power supply (UPS)
- Schedule electricians, plumbers, painters, as needed
- Pest service – monthly and any additional problems
- Obtain quotes for landscaping, irrigation, snow removal services; schedule all services
- Parking lot maintenance
- Concrete maintenance
- Handle any janitorial service issues
- Maintain Sonitrol (security system) current user list; add and delete users as necessary

Equipment

- Schedule AED training for staff every few years
- Order and replace defibrillator and electrode batteries
- Schedule annual cleaning of ice machine (summer)
- Schedule repairs of cooler in catering kitchen, as needed
- Schedule repairs and maintenance of phone equipment, as needed
- Handle any issues with Direct TV and cable
- Schedule AVI equipment inspections and staff training
- Purchase and replace filters for air purifiers