

June 14, 2024

JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS
222 North LaSalle Street, 13th Floor
Chicago, Illinois 60601

POSITION:	Professional Development Manager
LOCATION:	Hybrid (Remote/In Person) Chicago AOIC Office
DIVISION:	AOIC Judicial College Division
SALARY:	\$102,086 - commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including, pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave.
REPORTING RELATIONSHIP:	Associate Deputy Director, Professional Development Unit, AOIC Judicial College Division

BACKGROUND: The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult and juvenile probation and detention officers, circuit court clerks and deputy clerks, trial court administrators, guardians *ad litem* in abuse and neglect matters, legal and administrative judicial branch staff, and pretrial officers. The Judicial College is comprised of seven Standing Committees and numerous Workgroups governed by a Board of Trustees. The Judicial College Division of the Administrative Office of the Illinois Courts (AOIC) and its four Units – *Learning & Development, eLearning & Technology Services, Professional Development and Operations and Event Management*, support the Judicial College in collaboration with other AOIC Divisions and non-Judicial College Supreme Court Boards, Committees, and Commission on professional education.

For more about the Supreme Court of Illinois Judicial College, visit:
http://illinoiscourts.gov/IL_Judicial_College/default.asp

POSITION OVERVIEW

Professional Development Managers are the teachers and trainers of Illinois Judicial College faculty and curriculum and course planners. Professional Development Managers must have expertise in curriculum and course design, adult education practices, and a working knowledge of Judicial College Bylaws, policies, and standards. The position will design, deliver, and evaluate professional development curricula, courses, programs, and initiatives for audiences including, Judicial College Standing Committee and Workgroup members, faculty, New Judge Cohort Leaders, Course Supervisors and AOIC staff within all Divisions.

Professional Development Managers instruct Judicial College constituents how to: a) execute Judicial College Bylaws and policies; b) design curricula and courses; c) select, develop, and retain faculty; d) foster learner engagement and audience analysis; e) facilitate cohort discussions as New Judge Cohort Leaders; f) coach and evaluate faculty as Course Supervisors; g) effectuate meeting management; h) enhance presentation strategies and skills; i) utilize needs assessments; and j) effectively integrate technology. In addition to the above, the position also plans Judicial College-wide events in coordination with the Board of Trustees, including the Annual Meeting of the Judicial College, the Core Principles Workshop and Faculty Development Workshops.

Portfolio assignments and work hours will vary consistent with need. Statewide travel, including Sunday departures, and overnight stays, should be anticipated. Limited out-of-state overnight travel may be required. Professionalism, decorum, diplomacy, and confidentiality are required. Professional Development Managers report directly to the Associate Deputy Director of the Professional Development Unit.

KNOWLEDGE, SKILLS, DUTIES, AND RESPONSIBILITIES

- Design, deliver, and evaluate professional development curricula, programs, courses, and initiatives for Judicial College constituencies.
- Train curriculum, program, and course planners how to design curricula, programs and courses, and train faculty who teach constituents of the Judicial College, how to teach effectively applying adult learning principles.
- Instruct Judicial College constituents how to: a) execute Judicial College Bylaws and policies; b) design curricula and courses; c) select, develop, and retain faculty; d) foster learner engagement and audience analysis; e) facilitate cohort discussions as New Judge Cohort Leaders; f) coach and evaluate faculty as Course Supervisors; g) effectuate meeting management; h) enhance presentation strategies and skills; i) utilize needs assessments; and j) effectively integrate technology.
- Excellent critical thinking, interpersonal, verbal, and written communication skills.
- Technology proficiencies that will facilitate execution of assigned duties and responsibilities including Zoom, Slido, Google Suite, Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Adobe Creative Suite and related technologies will be assessed.
- Conduct interviews, surveys, and focus groups to identify learner needs, and assess professional development course feedback to enhance professional development.
- Align professional development courses with professional competencies.
- Collaborate effectively with AOIC staff.
- Manage assigned portfolio responsibilities efficiently and effectively, prioritizing workflow consistent with timelines and overall expectations.
- Apply Judicial College policies and NASJE curriculum and course design principles.
- Effectuate Judicial College Bylaws, policies, and Standing Committee Comprehensive Education Plan components.
- Engage in strategic planning and project management.
- Demonstrate techniques to enhance learner engagement.
- Develop timelines to meet Unit roles and responsibilities.
- Engage in ongoing objective self-assessment and receive constructive feedback to improve performance.
- Mastery of effective instructional strategies and learning engagement techniques and tools.
- Ability to manage multiple projects simultaneously.
- Knowledge of asynchronous, synchronous, blended and hybrid learning course designs.
- Working knowledge of the Illinois Judicial Branch, AOIC, and Illinois Judicial College structure, Bylaws, policies, and target audiences served by the Judicial College, Illinois Judicial Branch Procurement Policies, Illinois Judicial Branch Travel Guidelines, and related fiscal and operational policies.
- And duties as assigned.

PROFESSIONAL EXPERIENCE QUALIFICATIONS: A minimum of five years of relevant professional experience required. Experience teaching adult learners online and in-person strongly preferred. Bachelor's degree required. Masters or Doctorate degree in a related content area strongly preferred.

PHYSICAL REQUIREMENTS: This position requires in-state travel and may require out of state travel on occasion, the ability to lift and carry objects (approximately 25 lbs.), sit and/or stand for extended periods of time; ability to use computer and standard office equipment, process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license. At this time, this position is hybrid, allowing for remote work from a Chicago area-home, except for scheduled in-office meeting and planning days, and on-site meetings and events. Employees will be provided a laptop and related computer equipment necessary to perform work duties but must have sufficient home internet (at no cost to employer) to work remotely. Candidates must be able to report to the Chicago office or the identified meeting or event site when in-person attendance is required. Hybrid work privileges are subject to work responsiveness and the Supreme Court of

Illinois Remote Work Policy.

Interested individuals should submit, via email, a letter of interest, resume, and completed [Judicial Branch employment application](#) to courtemployment@IllinoisCourts.gov. This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER