

February 10, 2023

JOB VACANCY ANNOUNCEMENT

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

POSITION:	Learning and Development Manager
LOCATION:	Hybrid (Remote/In Person) Chicago or Springfield AOIC Office
DIVISION:	Judicial College Division
SALARY:	Minimum \$81,890; salary commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Associate Deputy Director of the assigned Judicial College Division Unit

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, juvenile and detention officers, circuit court clerks and deputy clerks, trial court administrators, Guardians *ad Litem* appointed by the Court in abuse and neglect matters, and legal and administrative judicial branch staff. The Judicial College is comprised of six Standing Committees and is governed by a Board of Trustees appointed by the Supreme Court of Illinois. The Judicial College Division of the Administrative Office of the Illinois Courts is comprised of four Units – Learning & Development, eLearning & Technology, Professional Development and Operations. The Division ensures execution of the goals, purpose, projects and priorities of the Judicial College.

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

POSITION OVERVIEW: Learning & Development Managers may be assigned to either the Learning & Development or Professional Development Unit of the Judicial College Division. While specific portfolio assignments may vary, all Learning & Development Managers are expected to have the same minimum working understanding of the curriculum and course design model established by the National Association of State Judicial Educators (NASJE), Judicial College Core Principles, and best practices for adult learning, including the effective use of tools of adult engagement. Specific Learning & Development Manager duties will be assigned as needed and may rotate based upon the needs of the Judicial College and the Judicial College Division. Learning & Development Managers report directly to the Associate Deputy Director of their assigned Unit.

ESSENTIAL RESPONSIBILITIES:

- Manages assigned portfolio responsibilities efficiently and effectively and prioritizes workflow consistent with timelines and overall expectations.
- Applies the NASJE model of curriculum and course design to the development and review of Judicial College curricula and courses.
- Ensure adherence to Judicial College Core Principles.
- Maintain a working knowledge of Judicial College Bylaws, the Provider Policy, and each of the six Comprehensive Education Plans.
- Engages in strategic planning and project management.
- Thinks critically about portfolio assignments and considers and suggest collaborative opportunities.
- Utilizes adult learning principles to develop courses and all instructional materials.

- Suggest and demonstrates techniques to enhance learner engagement.
- Consistently meet timelines and deadlines and produce high-quality, well edited deliverables.

SKILLS:

- Mastery of effective instructional strategies and learning engagement techniques and tools.
- Proficiency in the use of Microsoft Teams, Microsoft Office Suite (Microsoft Word, PowerPoint, Excel and Outlook), Zoom, Google products (Docs, Sites, Drive).
- Ability to learn use of audience response systems, Westlaw and Lexis/Nexis, related instructional technologies and tools.
- Ability to manage multiple projects simultaneously.
- Knowledge of blended and eLearning course designs.

EDUCATION AND EXPERIENCE REQUIREMENTS: A minimum of three years curriculum and course development experience, teaching or administrating continuing education for adult learners preferred. Bachelors' degree required. Masters or Doctorate in curriculum and instruction, teaching and learning or related content area, or Juris Doctor, strongly preferred. Experience teaching adult learners in a live or online strongly preferred.

PHYSICAL REQUIREMENTS: This position requires travel in and out of state, the ability to lift and carry objects (approximately 25 lbs), sit and/or stand for extended periods of time; ability to use office equipment and process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license. Currently, the position is primarily remote, but employees may select to work from the Chicago AOIC office. Employees will be provided necessary computer equipment for work duties but must have sufficient home internet (at no cost to employer) in order to work remotely. Candidates must be able to report to the Chicago office when in-person work is required and when it becomes the standard work model once again.

Interested individuals should submit, via email, a letter of interest, resume, professional writing sample, and completed [Judicial Branch Employment Application](#) to courtempoyment@IllinoisCourts.gov

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER