



**ILLINOIS  
EDUCATION  
ASSOCIATION**  
www.ieane.org

## VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.321.2206 • Fax 217.544.0707

June 6, 2025

**PLEASE POST**

### **PIPELINE PARAPROFESSIONAL Location: To Be Determined**

**DEADLINE FOR INTERNAL APPLICATIONS:** June 23, 2025

**EFFECTIVE DATE:** To Be Determined

**HOW TO APPLY:** Candidates should submit resume and application materials by using the following links:  
[Internal Candidates Apply Here](#) and [External Applicants Apply Here](#)

**INTERVIEWS:** Selected candidates will be interviewed at a location determined by the IEA-NEA.

**STAFF AUTHORITY AND RELATIONSHIPS:** Directly responsible to the Director of Field Services and Organizing and Executive Director.

**POSITION DESCRIPTION:** To assist the Early Career Development and Aspiring Educators Director with communication, recruitment, conference planning, and teacher leader support regarding the Educators Rising, Aspiring Educators, and Early Career programs

### **RESPONSIBILITIES:**

1. Supports the Early Career Development and Aspiring Educators Director in their role.
2. Maintains accurate expense records for associated cost centers and grants.
3. Promotes Educators Rising, Aspiring Educators and communicates with High Schools, colleges and universities who express interest in these programs in their schools.
4. As directed, communicates with ISBE, Regional Offices of Education, School Districts, Teacher Leaders/Advisors, the Executive Board, and Student State Officers about programming, onboarding, and conferences.
5. Assists in the development of recruitment and retention plans, strategies, and written materials.
6. Attends conferences and trainings as directed.
7. Assists in planning the annual conferences.
8. Assists in the planning of yearly events as created by the Educators Rising, Aspiring Educators Executive Team and Early Career Committee.
9. With the Early Career Development and Aspiring Educators Director, visits high schools and colleges to promote early ed pathways; meets with Teacher Leaders/Advisors to promote outreach activities; supports and coordinates with the Early Career Development and Aspiring Educators Director for workshops and training logistics.
10. Assists in supporting the pipeline work between Educators Rising, Aspiring Educators and Early Career throughout the state.
11. Assists in creating and distributing resource materials for recruitment and retention; analyzing trends in recruitment and retention; developing strategies for program evaluation.

**VACANCY NOTICE**  
**PIPELINE PARAPROFESSIONAL**  
**Location: To Be Determined**  
**(Continued)**

**RESPONSIBILITIES: (Continued)**

12. Assists in preparing reports and proposals and responds to inquiries from state agency (ISBE's CTE department).
13. Assists in developing operating goals and objectives; implementing and administering methods and procedures to enhance operations.
14. Works independently to accomplish the duties listed in the job description and the assigned components of the plan developed by the team.
15. Demonstrates alignment with and commitment to IEA's strategic goals.
16. Applies organizing principles and cultural competency to the work.
17. Gathers, organizes and submits data so that IEA-NEA programs and policies can be implemented and maintained and to assess pipeline efforts.
18. Develops a system to collect and maintain up-to-date and accurate information regarding membership and potential membership in Educators Rising and Aspiring Educators Chapters in conjunction with membership processing.
19. Job-related duties as assigned.

**QUALIFICATIONS:**

1. Minimum high school diploma, business college or college desirable.
2. Ability to communicate effectively, both orally and in writing.
3. Ability to gather data, compile information, and prepare reports.
4. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
5. Ability to develop, plan, and implement short- and long-range goals.
6. Knowledge of recruitment and retention issues.
7. Ability to plan, assess, and evaluate programs.
8. Ability to analyze course prerequisites, certification, and/or curriculum/graduation requirements.
9. Organizing and coordinating skills.
10. Ability to work effectively with Illinois Education agencies and stakeholders.
11. Valid driver's license required.

**SALARY AND BENEFITS:**

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$20.01 per hour to \$30.28 per hour; a benefits summary can be found at <https://ieanea.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 3.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES  
WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**