

June 14, 2024

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**  
**222 North LaSalle Street, 13<sup>th</sup> Floor**  
**Chicago, IL 60601**

<b>POSITION:</b>	Learning and Development Manager
<b>LOCATION:</b>	Hybrid (Remote/In Person) Chicago or Springfield AOIC Office
<b>DIVISION:</b>	Judicial College Division
<b>SALARY:</b>	\$81,890 - salary commensurate with experience
<b>BENEFITS:</b>	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.
<b>REPORTING RELATIONSHIP:</b>	Associate Deputy Director, Learning and Development

**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, pretrial officers, 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 seven 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](http://illinoiscourts.gov/IL_Judicial_College/default.asp)

**POSITION OVERVIEW**

Learning & Development Managers oversee curriculum and course alignment with Judicial College Bylaws and Standing Committee Comprehensive Education Plans through ongoing curriculum and course assessment and mapping. This position does not instruct, but guides Judicial College instructors (faculty) across professions in the development and execution of learning strategies for approved courses and programs, and aids management of teaching and resource materials. This position ensures course presentations are consistent with approved agendas, course design templates, adult learning principles and audio-visual standards. This position utilizes *Course Development Worksheets* as a tool to facilitate the identification and development of course learning strategies, materials and resources consistent with the approved *Course Design Template (syllabus)*, *Curriculum Design Guide* and other tools. Specific portfolio assignments for this position will vary based upon need and may include comprehensive Committee and Workgroup meeting management. Learning & Development Managers report to the Associate Deputy Director of Learning and Development, unless otherwise determined by the Division Director.

**KNOWLEDGE, SKILLS, DUTIES, AND RESPONSIBILITIES**

- Guides Judicial College instructors (faculty) across professions in the development and execution of learning strategies for approved courses and programs and aids management of teaching and resource materials.

- Ensures course presentations are consistent with approved agendas and course design templates, adult learning principles and audio-visual standards.
- Utilizes *Course Development Worksheets* as a tool to facilitate the orderly development of course learning strategies, materials, and resources consistent with the approved *Course Design Template (syllabus)*.
- Working knowledge of the curriculum and course design model established by the National Association of State Judicial Educators (NASJE); Judicial College Bylaws, Board policies and Standing Committee Comprehensive Education Plans.
- Recommends best practices for adult learning, including the effective use of technology and course materials and resources, in the development and execution of course learning strategies.
- Suggest and demonstrate techniques to enhance learner engagement.
- Knowledge of blended and eLearning course designs.
- Manages assigned portfolio responsibilities efficiently and effectively and prioritizes workflow consistent with timelines and overall expectations.
- Consistently meets timelines and deadlines, and produces high-quality, well-edited deliverables.
- Exercises discretion and professionalism.
- Thinks critically and considers collaborative opportunities.
- Working knowledge of the Illinois Judicial Branch, the Administrative Office of the Illinois Courts, and the justice partner professions served by the Illinois Judicial College.

#### **SKILLS:**

- Mastery of adult learning practices 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 utilize audience response systems and related instructional technologies and tools.
- Ability to manage multiple projects simultaneously.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A minimum of three years of relevant professional experience required. Experience developing curriculum and courses for adult learners strongly preferred. Bachelors' degree required. Masters in curriculum and instruction, teaching and learning or related content area, 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](mailto:courtempoyment@IllinoisCourts.gov)**

**This position will remain open until filled.**

**EQUAL OPPORTUNITY EMPLOYER**