

**Regional Office of Education #9
Champaign & Ford Counties**

Job Description

- TITLE:** Program Advisor
- DEPARTMENT:** Illinois Elevating Special Educators (IESE) Network
- QUALIFICATIONS:**
1. Professional Educator License with LBS I Endorsement
 2. Minimum eight (8) years special education experience (teaching, coaching, or leadership preferred)
 3. Demonstrate knowledge of ISBE initiatives, IDEA requirements, and special education systems
 4. Strong background in coaching, professional learning, and technical assistance
 5. Knowledge of instructional coaching models and adult learning standards
 6. Demonstrate ability to work independently and collaboratively across regions and stakeholder groups
 7. Excellent written and verbal communication skills
- REPORTS TO:** IESE Network Grant Coordinator
- SUPERVISES:** Does not supervise any employees
- JOB GOALS:** The IESE Network Program Advisor is a systems-level leadership role that integrates coaching, regional coordination, and IEP systems expertise. This position is non-evaluative and is responsible for ensuring coherence, alignment, and sustainability of coaching, professional learning, and technical assistance across the IESE Network. The Program Advisor builds regional and statewide capacity in collaboration with the IESE Network Content Specialists by supporting district leaders, coaches, educators, and regional partners in the implementation and monitoring of high-leverage practices (HLPs) and high-quality IEP systems. The Program Advisor also serves as an instructional coach (small group and individualized) and implements the IESE Network basic coaching cycle. This role will ensure that coaching structure and supports are evidence-based and aligned with IDEA requirements, specially designed instruction, ISBE priorities, and IESE Network goals. The Program Advisor will work closely with the IESE Network state-wide team, External Evaluator, and ISBE Project Director to ensure grant effectiveness and efficiency.

PERFORMANCE RESPONSIBILITIES:

1. Program & Field-Based Technical Assistance

- Provide on-site and remote technical assistance to educators, leaders, and related service providers.
- Support districts in strengthening IEP development, implementation, and compliance through systems-level coaching
- Identify district- and regional-level implementation barriers and support problem-solving aligned to grant priorities.

2. Regional Coaching

- Lead regional coaching systems that build capacity for the implementation of High-Leverage Practices (HLPs) by ensuring coaching is job-embedded, relational, and grounded in a structured coaching cycle (planning, observation or modeling, and performance feedback).
- Develop and sustain regional coaching networks that promote mentoring, peer learning, and content-specific collaboration among district and school leaders, using alliance strategies to strengthen trust, shared ownership, and buy-in.
- Provide systems-level coaching guidance and technical assistance to support the design and implementation of Professional Learning Communities (PLCs) and collaborative service-delivery models, ensuring alignment with IDEA requirements, IESE Network priorities, and effective coaching expectations.

3. Small Group and Individual Educator Coaching - District Level

- Implement the IESE Basic Coaching Cycle with fidelity, including pre, and post-cycle observations, reflective coaching conversations, and feedback meetings.
- Embed alliance strategies throughout coaching interactions to establish trust, clarify shared goals, and support collaborative problem-solving.
- Provide HLP-aligned coaching through modeling, co-planning, co-observing, and providing feedback aimed at improving instructional and IEP implementation practices.
- Maintain accurate coaching documentation aligned with IESE procedures and expectations.
- Center coaching on capacity-building, sustainability, and improved outcomes for students with disabilities.

4. Professional Learning Design & Delivery

- Plan, facilitate, and deliver professional development aligned with IESE priorities and HLPs.
- Lead the presentation of implementation updates at regional, state, and network-level meetings.
- Support districts and teachers in applying professional learning to classroom practice and IEP fidelity.

5. Leadership, Management, & Grant Alignment

- Participate actively in IESE meetings, planning activities, and cross-role collaboration

- Prepare reports, documentation, and data summaries aligned with grant timelines and deliverables.
- Collaborate with the External Evaluator on assessments, data collection and analysis, data reporting, and feedback loops.
- Use grant funds efficiently and appropriately in alignment with ISBE, IESE, and ROE policies.

6. Partnerships & Relationship Development

- Build and maintain collaborative relationships with school districts, special education cooperatives, Regional Offices of Education, institutions of higher education, and community partners.
- Facilitate connections between districts, IESE, and ISBE to strengthen special education teacher pipelines and preparation.
- Support family engagement and two-way communication practices.

TERMS OF EMPLOYMENT:

220 day – 12-month contract (12 sick/3 personal days)

Hybrid position – Home-based office (remote work) with reimbursed travel to partnering entities, events, and ROE #9

EVALUATION:

To be completed by the Grant Coordinator in accordance with policies and practices of the Regional Office of Education