

ASSOCIATE DIRECTOR FOR INTEGRATED CAREER PROGRAMS: The Associate Director for Integrated Career Programs reports to the Director for Work-Based Learning and has responsibility for policy development, project management, and technical assistance to community colleges and other providers offering bridge programming or integrated education and training and other transition-related services. More specifically the Associate Director for Integrated Career Programs has the following responsibilities:

1. Performance - Regular Assignments:

- a. Provide direct support to colleges and approved providers on the development, implementation, and evaluation of bridge and integrated education and training programs, including models where work-based learning is incorporated.
- b. Assist programs in the interpretation and administration of policies and procedures consistent with the objectives of the ICCB and any related federal policy including, but not limited to assessment, data collection, and reporting.
- c. Manage and monitor relevant grants, ensuring that grantees are meeting programmatic deliverables and fiscal compliance.
- d. Conduct program visits and timely follow-up related to project activities.
- e. Work with professional development contractors to ensure required and specific technical assistance is delivered.
- f. Participate in the production, development, review, and evaluation of relevant guidelines, procedures manual, and other resources.
- g. Work with and advise other Adult Education and CTE staff to help foster information sharing among integrated education and training or transition-related projects.
- h. Write required reports or briefs relevant to the project activities.
- i. Attend and represent the ICCB at pertinent workshops, meetings, and conferences and plan various meetings as needed.
- j. Research and stay abreast of legislation, emerging initiatives, and national trends related to integrated education and training and other transition-related initiatives.
- k. Other duties as assigned by the Director for Work-Based Learning, Senior Director for Workforce Education, or Deputy Director for Workforce Education.

2. Liaison:

- a. The Illinois Center for Specialized Professional Support
- b. The Southern Illinois Professional Development Center
- c. Bridge and Integrated Education and Training Programs

Minimum Qualifications

1. Bachelor's degree
2. A total of three years in education, training, and/or work experience in the areas of career and technical education, adult education, instructional programs, instructional support services, or

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program evaluation at the postsecondary level. *A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.*

3. At least two years in education, training, and/or work experience in the area of grants management.

Additional Desirable Qualifications

1. Master's degree
2. Demonstrated oral and written communication, human relations, and analytical skills.
3. Experience working with private, state, and/or federal grants.
4. Experience in or adequate knowledge of adult and career and technical education.
5. Experience in or adequate knowledge of the Illinois Community College system.