

**Director for Integrated English Literacy and Civics Education (IELCE):** The Director for Integrated English Literacy and Civics Education reports directly to the Senior Director for Adult Education and Literacy. This position will provide leadership and oversight for the local IELCE programs. IELCE programming supports the successful integration of immigrants and English learners into American society by providing services such as English classes, citizenship preparation and civics courses, literacy programs, and workforce development activities for adult immigrants. This position carries the following responsibilities:

### **1. Performance – Regular Assignments**

- a. Oversee the IELCE grant program, including the development of the competitive grant opportunity, accompanying materials, a merit-based review process, and annual programmatic monitoring of IELCE grantees.
- b. Provide direct program support for all ICCB-funded IELCE programs through on-site or virtual visits and provide technical assistance to ensure adherence to Section 243 of WIOA and applicable ICCB policies and program rules.
- c. Support programs by participating in and identifying professional development activities that will contribute to program improvement.
- d. Recommend and support special projects at the ICCB, the Professional Development Network, and in programs that improve IELCE instruction, Bridge, Integrated Education and Training, and support services based on current data and trends.
- e. Analyze and monitor program data to ensure programs meet overall educational and employment outcomes.
- f. Research and assist in the development of civics competencies consistent with local and statewide needs in ESL and civics.
- g. Provide specialized training to adult education and civics programs statewide and coordinate their needs with local, state, and national agencies and organizations, as appropriate.
- h. Conduct research to stay abreast of national and state trends regarding IELCE programming, immigrant and refugee issues, and the needs of limited English proficient adults and children.
- i. Participate on various committees as an agency representative for IELCE and assist programs on Area Planning Councils.
- j. Perform other duties as assigned by the Senior Director for Adult Education and Literacy and the Deputy Director for Workforce Education.

### **2. Liaison**

- a. Teachers of English or Speakers of Other Languages (TESOL) and other associations and organizations which advocate for limited English proficient persons
- b. Immigrant, refugee, and other English literacy advisory groups and councils
- c. The Adult Education Professional Development Network
- d. The Illinois Adult and Continuing Education Association

**Minimum Qualifications**

1. Bachelor's degree
2. A total of three years in education, training, and/or work experience in the areas the area of specialization inherent to the position. *A Master's Degree in an area consistent with the duties of the position may be substituted for one year of work experience.*

**Additional Desirable Qualifications**

1. Experience with the Illinois community college system and/or the system of diverse adult education and literacy providers.
2. Understanding of the Workforce Investment and Opportunities Act and Section 243 as it relates to IELCE.
3. Experience and ability using computer applications, including spreadsheets, database management, and presentation software.
4. Progressively responsible managerial or administrative work experience in a private or governmental organization.
5. Ability to communicate effectively orally and in writing.
6. Prior administrative and/or teaching experience in an Adult Education and Literacy ESL/English Literacy and Civics program, TESOL, or equivalent.