

DIRECTOR FOR ADULT EDUCATION AND LITERACY: The Director for Adult Education and Literacy reports directly to the Senior Director for Adult Education and Literacy and contributes to the coordination of Adult Education and Literacy activities statewide. The position carries with it the following responsibilities:

1. Performance - Regular Assignments:

- a. Coordinate the programmatic components of adult education grant processes, including request for proposals, monitoring, and area planning.
- b. Provide statewide guidance and support for the adult education data system and evidenced-based program improvement strategies for adult education and literacy.
- c. Collaborate across agency divisions to complete national reporting requirements on behalf of Workforce Innovation and Opportunity Act (WIOA) and Adult Education.
- d. Research legislative and policy issues related to adult education and literacy and produce briefs, profiles, and fact sheets.
- e. Review adult education policy that is aligned with WIOA, the Adult Education and Family Literacy Act, and ICCB policies and make recommendations for existing or potential policy revisions.
- f. Provide technical assistance and guidance to the Adult Education Professional Development Network.
- g. Oversee the Adult Education Course Approval process.
- h. Engage in meeting and conference planning and implementation under the guidance of the Senior Director for Adult Education and Literacy.
- i. Perform other duties as assigned by the Senior Director for Adult Education and Literacy and Deputy Director for Workforce Education.

2. Liaison:

- a. Adult Education and Family Literacy Area Planning Councils

Minimum Qualifications

1. Bachelor's degree
2. A total of three years in education, training, and/or work experience in 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.*
3. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.

Additional Desirable Qualifications

1. Experience and ability to work with outside providers, vendors, or associates. This includes advising and training skills.
2. Experience and ability in using computer applications including spreadsheets, database management, and presentation software.
3. Experience with the Illinois community college system and/or the system of diverse adult education and literacy providers.

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4. Ability to communicate effectively orally and in writing.
5. Prior administrative and/or teaching experience related to Adult Education and Family Literacy.