ASSOCIATE DIRECTOR FOR PROGRAM COMPLIANCE: - The Associate Director for Program Compliance-Adult Education reports to the Director for Data and Accountability and has the following responsibilities:

1. Performance-Regular Assignments:
   a. Update and maintain the written policies and procedures for Adult Education and Literacy Provider Manual.
   b. Assist with the development of and updates to the written monitoring procedures of local programs.
   c. Conduct monitoring visits and desk audit reviews, as appropriate. Prepare the final reports.
   d. Provide technical assistance to Adult Education and Literacy staff and other ICCB staff concerning current federal and state guidelines, regulations, and laws.
   e. Assist staff with program/grant compliance information including reporting, interpretation of policies and procedures, and program follow-up, including Workforce Innovation and Opportunity Act (WIOA) and Government Accountability Transparency Act (GATA).
   f. Review and research program guidelines, regulations, rules, and laws to maintain state and federal compliance.
   g. Work on WIOA related activities as needed.
   h. Train Adult Education and Literacy providers and staff, including the use of DAISI.
   i. Coordinate with the Finance and Operations Division on contracts, grants, budgets, and proposals for Adult Education and Literacy Division.
   j. Review and process all reports received from Adult Education and Literacy providers and Early School Leaver Programs.
   k. Review and process courses submitted by adult education providers. Maintain the adult education course master list. Coordinate with the ICCB Curriculum/Course staff to ensure consistency of policy.
   l. Assist with the annual development of the Area Planning, Request for Proposal/Continuation Plan, and State Plan processes. Assist with the preparation of inter-agency agreements.
   m. Perform other duties as assigned by the Director for Data and Accountability and the Senior Director for Adult Education and Literacy.

2. Liaison:
   a. Adult Education and Literacy Providers
   b. Adult Education and Literacy Advisory Council
   c. Illinois Adult Continuing Educators Association (IACEA)
   d. ICCB-Curriculum Course staff and Finance and Operations Division staff

Minimum Qualifications

1. High School graduation or equivalent.

2. Any one or any combination totaling five years from the following categories:
   a. college course work:
      - 60 semester hours or an Associate's degree equals one year

- 90 semester hours equals two years
- 120 semester hours or a Bachelor's degree equals 3 years
- Master's degree or higher equals four years

b. progressively more responsible professional, managerial or supervisory experience that provides a high level knowledge of generally accepted principles, theories, or practices in relevant work.

3. Two years of responsible managerial or administrative work experience in addition to the preparation required in #1 above.

Additional Desirable Qualifications

1. Master's degree
2. Experience working with private, state and/or federal grants.
3. Experience and ability to work with outside providers, vendors, or constituencies.
4. Experience with the Illinois community college system and/or the system of adult education and literacy providers.
5. Ability to communicate effectively orally and in writing.

06/2017
State Universities Civil Service System Title: Administrative Assistant (0171)