



**DIRECTOR FOR ENGLISH LANGUAGE ACQUISITION:** This position leads supports the mission of the Illinois Community College Board and Title II of the Workforce Investment and Opportunity Act through supporting Adult Education programs in their implementation of ELL instruction, workplace literacy initiatives, and outreach and cultural competency. This role involves overseeing professional development, monitoring program data, contributing to policy efforts, and coordinating ELL initiatives to meet adult learner needs.

**Performance - Regular Assignments:**

**Program Implementation and Oversight:**

- Oversee the implementation of English Language Learner (ELL) Content Standards.
- Provide guidance on workplace literacy programs for ELLs.
- Coordinate ELL programming with the Director of Integrated English Language and Civics Education.

**Collaboration and Outreach:**

- Collaborate with staff to address outreach, cultural competency, and academic development for ELLs.
- Participate in statewide committees and review processes for adult education and ELL programs.

**Research and Data Analysis:**

- Research national trends and best practices, sharing findings through technical assistance and program support.
- Contribute to policy and research efforts related to limited English proficient adults.
- Monitor provider progress through data analysis.

**Professional Development and Training:**

- Oversee professional development and assessment training for ELL instruction.
- Provide input on Adult Education conferences to ensure ELL representation.

**Other Responsibilities:**

- Perform other duties as assigned.

**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. A total of two years' experience in developing and facilitating workplace learning for English Language Learners.

**Additional Desirable Qualifications**

1. Proficiency in languages other than English, particularly Spanish.
2. Proficiency in Microsoft Office tools, including Outlook, Word, PowerPoint, Excel, and Teams.
3. Experience and ability to work with outside providers, vendors, or associates. This includes advising and training skills.
4. Ability to communicate effectively orally and in writing.
5. Prior administrative and/or teaching experience related to Adult Education and Literacy, particularly English Language Acquisition.