

ASSISTANT DIRECTOR FOR CAREER AND TECHNICAL EDUCATION: The Assistant Director for Career and Technical Education has responsibility for providing technical assistance to community colleges on Career and Technical Education (CTE) programs of study requirements of the Strengthening Career and Technical Education for the 21st Century Act (Perkins V). More specifically, the Assistant Director for Career and Technical Education has the following responsibilities:

1. Performance - Regular Assignments:

- a. Provide direct support to designated postsecondary CTE providers through program site visits, telephone and email contact, and other means as necessary.
- b. Assist programs in the interpretation and administration of policies and procedures consistent with the objectives of the Illinois Community College Board (ICCB) including, but not limited to, application process, assessment, data collection and reporting, and revenues and expenditures.
- c. Assist new community college CTE directors by providing a timely orientation to CTE.
- d. Participate in the production, development, review, and evaluation of Perkins postsecondary guidelines, procedures manual, and college programs.
- e. Participate in the development, dissemination, and review of various grant programs in accordance with State of Illinois GATA requirements for postsecondary CTE programs.
- f. Work with the Director for CTE to identify and address emerging issues in postsecondary CTE, including competency-based education, dual credit, and work-based learning.
- g. Review and approve CTE programs.
- h. Attend workshops, meetings and conferences as requested; plan meetings as needed.
- i. Develop content and present information to the field around various CTE and Perkins related topics.
- j. Participate in program review and accountability analysis of career and technical programs, as needed. Monitor and assess program effectiveness and compliance with programs of study.
- k. Other duties as assigned.

2. Liaison:

- a. Community College Career and Technical Education Deans
- b. Perkins Coordinators
- c. Education for Employment Region Directors
- d. The Office of Community College Research and Leadership
- e. The Illinois Center for Specialized Professional Support

Minimum Qualifications

1. Bachelor's degree
2. Demonstrated attention to detail and organizational skills

Additional Desirable Qualifications

1. Master's degree.
2. Demonstrated oral and written communication, human relations, and analytical skills including public speaking.
3. Experience working with private, state, and/or federal grants, including grant writing, reviewing, and managing.
4. Experience with instruction programs, instructional support services, or program evaluations at community colleges or other postsecondary institutions.
5. Experience in or adequate knowledge of career and technical education.
6. Experience in or adequate knowledge of the Illinois Community College system