

**SENIOR DIRECTOR FOR ACADEMIC AFFAIRS AND INSTRUCTION:** The Senior Director for Academic Affairs and Instruction reports directly to the Deputy Director for Academic Affairs and Student Success and has the following responsibilities:

### **1. Supervision**

- a. **Functions:** Overall administration of the Academic Affairs and Instruction Division including approval of new units of instruction, new courses, and reasonable and moderate extensions for both occupational and transfer disciplines, the Illinois Articulation Initiative (IAI) and other articulation issues, teacher preparation, the Recognition process, dual credit, special studies related to instructional programs, and/or accountability and grants management.
- b. **Staff:** Director for Academic Affairs, Director for Curriculum and Instruction, other assigned staff.

### **2. Performance - Regular Assignments**

- a. Supervise the program approval process, including the analysis of proposed new curricula and reasonable and moderate extension requests, recommendations to the ICCB regarding program approval, and coordination of the approval process with the Illinois Board of Higher Education.
- b. Supervise and coordinate staff working with transfer programs, including IAI, articulation, assessment, teacher preparation, and development of statewide approaches to emerging transfer program needs.
- c. Lead the academic portion of college recognition, supervise the work of academic division staff, and coordinate the work of all staff working on recognition evaluations, including completion of the final recognition reports.
- d. Direct and coordinate regular revision of the ICCB Program Manual, the annual Program Review/Accountability Addendum, and other publications that provide technical assistance to the colleges regarding instructional programs.
- e. Collaborate with ICCB staff from other divisions to ensure that activities and initiatives with overlapping aspects are coordinated and mutually supportive.
- f. Staff the ICCB Program Advisory Committee and act as liaison to the Community College Chief Academic Officers and Chief Student Services Officers.
- g. Participate as a part of working groups, committees, and other groups to address statewide issues in higher education.
- h. Coordinate, collaborate, and oversee the agency's efforts related to early childhood education, transitional math and English, dual credit/enrollment, college and career readiness, college assessment, and college placement.
- i. Review, monitor, and support grants assigned to areas of responsibility from conception through development, implementation, and close-out.
- j. Perform other duties as assigned by the Deputy Director of Academic Affairs and Student Success and the Deputy Executive Director.

**3. Liaison:**

- a ICCB Chief Academic Officers
- b ICCB Chief Student Services Officers
- c IBHE Academic staff
- d ISBE College and Career Readiness Staff

**Minimum Qualifications**

- 1. Bachelor's degree.
- 2. A total of six years in education, training, and/or work experience in higher education administration, community college academics affairs, or related experience. *A master's degree in an area consistent with the duties of the position may be substituted for one year of work experience.*
- 3. Demonstrated communication, human relations, and analytical skills.
- 4. Established effective working relationships with co-workers, officials, and colleagues.
- 5. Strong, articulate presentation skills.
- 6. Supervisory experience.

**Additional Desirable Qualifications**

- 1. Experience with instructional programs, instructional support services, and/or program evaluation at a community college or other postsecondary institution.
- 2. Experience with, or adequate knowledge of, the Illinois Community College System.