

## **SENIOR DIRECTOR FOR EARLY CHILDHOOD AND TEACHER EDUCATION**

**PATHWAYS:** The Senior Director for Early Childhood and Teacher Education Pathways reports to the Deputy Director for Academic Affairs and Student Success and has the following responsibilities:

### **1. Supervision**

- a. Support and oversee the implementation of the [Early Childhood Access Consortium for Equity Act](#) as well as support the development, enhancement, and implementation of education pathways and programs.
- b. Staff: Associate Directors for Early Childhood and other assigned staff.

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

- a. Provide leadership and technical assistance to support programs serving early childhood education, elementary, and secondary education pathways.
- b. Support enrollment, retention, and re-engagement initiatives across the community college system targeted at increasing credential and degree attainment for members of the incumbent early childhood education workforce.
- c. Assist in the interpretation and administration of policies and procedures consistent with the objectives of the Early Childhood Access Consortium for Equity Act. Assist with reporting to the General Assembly, the Governor, and the Advisory Committee on the progress made by the consortium.
- d. Act as a liaison to maintain regular communication with representatives from other Illinois state agencies including serving on the ECE Steering Committee.
- e. Oversee the grant making process to community colleges for Consortium-related activities in accordance with GATA and other applicable requirements. Work with internal grant staff to ensure compliance with grant requirements.
- f. Partner with agency grants management staff to ensure Consortium and other grant funds are spent on time and in a manner consistent with established budget and grant agreement.
- g. Coordinate with the Department of Human Services on development of the Uniform Intergovernmental Agreement and provide periodic reporting as required by the agreement.
- h. Develop, attend, and support workshops, meetings, and conferences as appropriate, including development of content and presentation of information to the field on various early childhood and education related topics.
- i. Work with the State Board of Education to ensure clarity on licensing standards and state requirements.
- j. Work with the Director of Academic Affairs to coordinate related work with IAI panels.
- k. Work in collaboration with other state agencies (e.g., IBHE, ISBE, etc.) to assist in implementation of state standards for education pathways.
- l. Other duties as assigned by the Deputy Director for Academic Affairs and Student Success.

**3. Liaison:**

- a. Illinois Board of Higher Education
- b. Department of Human Services
- c. Illinois State Board of Education
- d. Early Childhood Access Consortium for Equity Advisory Committee
- e. Early Childhood Access Consortium for Equity Inner-Agency Steering Committee
- f. CAO's and Deans of Community College Education Programs, including Early Childhood Programs

**Minimum Qualifications**

- 1. Bachelor's degree.
- 2. A total of five years in education, training, and/or work experience in higher education administration, community college academic affairs or education/teaching, 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. Knowledge and experience in the field of early childhood care and education, elementary or secondary education, higher education, or workforce development.

**Additional Desirable Qualifications**

- 1. Master's degree.
- 2. Experience managing state or federal grants.
- 3. Ability to work with multiple partners on large projects from inception through completion.
- 4. Effective communication, human relations, and analytical skills.
- 5. Experience in or adequate knowledge of early childhood education and related workforce development systems and policy issues.
- 6. Experience in or adequate knowledge of the Illinois Community College system.

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Employee

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Date

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Supervisor

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Date