

SENIOR DIRECTOR FOR ADULT EDUCATION AND LITERACY: The Senior Director for Adult Education and Literacy reports directly to the Deputy Director for Adult Education, Workforce, and CTE and carries the following responsibilities:

1. Supervision:

Functions: overall administration of the Adult Education and Literacy division including state and federal grant management, coordination of the instructional providers, English language acquisition and adult basic and secondary education students transition programs to post-secondary education, the high school equivalency testing, the early school leaver transitions program.

Staff: Directors and Associate Directors for Adult Education, ESL and Immigrant Issues, Early School Leaver Transitions Program

2. Performance - Regular Assignments

Administrative Responsibilities: 75%

- a. Work with adult education (AE) deans, directors, instructors, students, and area planning councils to provide information on Adult Education and Literacy programs and services including English as a Second Language and Integrated English Literacy and Civics Education, Bridge Programs, and Integrated Education and Training.
- b. Administer and maintain standards for state and federal adult education grant programs.
- c. Update and implement the strategic plan for adult education.
- d. Develop state and federal reports.
- e. Remain knowledgeable on the Workforce Innovation Opportunities (WIOA) Act legislation and develop strategies for implementation, including development of the unified state plan.
- f. Establish and oversee Adult Education Advisory Groups including English Language Acquisition (ELA), Adult Basic and Secondary Education, and Professional Development and Training.
- g. Participate in the Advisory Groups.
- h. Research and develop effective programs to smooth transitions to postsecondary education/training and employment.
- i. Provide leadership on special initiatives and grants.
- j. Maintain and update the process for data, reporting, monitoring, program evaluation, and student follow-up within each provider area.
- k. Develop, distribute, review, and approve annual Adult Education Area Plan and Request for Proposals.
- l. Oversee the Illinois Community College Board Adult Education course approval process.
- m. Prepare informational reports about Adult Education programs and services.
- n. Oversee the Early School Leaver Transition Program, including the development of funding standards and ensure compliance with state laws.
- o. Provide leadership in the improvement of Adult Education data collection and reporting.
- p. Other duties as assigned by the Deputy Director for Adult Education, Workforce, and CTE.

Leadership Responsibilities as identified under WIOA Section 223: (25%)

- a. Coordinate the statewide instruction of Adult Education and Literacy.
- b. Monitor programs to ensure compliance with federal and state legislation and regulations.
- c. Oversee the regional adult education center and other leadership activities

