ASSOCIATE DIRECTOR FOR ADULT EDUCATION AND LITERACY—DATA SYSTEM SUPPORT: The Associate Director for Adult Education and Literacy—Data System Support reports directly to the Senior Director for Adult Education and Literacy and has the following responsibilities:

1. **Performance-Regular Assignments:**
   a. Provide direct technical assistance to adult education and literacy providers in the interpretation of policies and procedures consistent with the objectives of the Illinois Community College Board (ICCB) including, but not limited to, application process, assessment, curricula, data collection and reporting, and revenues and expenditures.
   
b. Provide leadership and statewide support of adult education and literacy data systems.
   
c. Develop an annual training plan for the staff of adult education programs on the use of the adult education data system. Deliver training on the basics of data system use as well as more advanced trainings on utilization and interpretation of date reports within the system.
   
d. Provide guidance, leadership, and technical assistance to third party vendors developing and maintaining adult education data system.
   
e. Review the WIOA Unified Illinois State Plan, the Request for Proposal (RFP) process, and Area Plans and make recommendations for changes.
   
f. Participate in the annual proposal review process.
   
g. In coordination with Research and Policy Studies Division, produce data and ensure adult education reporting requirements are satisfied in compliance with State, Federal, and NRS guidelines.
   
h. Maintain the data section in the Adult Education and Literacy Providers Manual.
   
i. Coordinate information for comprehensive monitoring and assessing and review process of adult education programs.
   
j. Identify and address current and emerging issues in adult education and literacy programs.
   
k. Attend workshops, meetings, and conferences as requested; Plan meetings as needed.
   
l. Coordinate adult education research and evaluation studies as needed.
   
m. Perform other duties as assigned by the Senior Director for Adult Education and Literacy and the Deputy Executive Director.
2. **Liaison:**
   a. Adult education providers
   b. Adult Education and Literacy Advisory Council
   c. ICCB Financial Compliance and Research and Policy Studies

**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. Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required:
   a. Data analysis

**Additional Desirable Qualifications**
1. Ability to identify and resolve technical problems.
2. Demonstrated oral and written communication, human relations, and analytical skill.
3. Experience in or adequate knowledge of the adult education and literacy data system.
4. Ability to oversee and coordinate activities of user groups.