

**ASSOCIATE DIRECTOR FOR PROGRAM COMPLIANCE – ADULT EDUCATION:** -  
The Associate Director for Program Compliance – Adult Education reports to the Director for Adult Education and Literacy and has the following responsibilities:

**1. Performance-Regular Assignments:**

- a. Provide programmatic support of the statewide Data Management System. Provide resources related to data processes and data collection to be disseminated to the Adult Education and Literacy (AEL) providers and maintain all appropriate training materials.
- b. Coordinate with staff regarding program compliance information including interpretation of policies and procedures and tracking the submission and accuracy of required documents for AEL and IELCE programs.
- c. Review and research program guidelines, regulations, rules, and laws to maintain state and federal compliance.
- d. Update and maintain the written policies and procedures for AEL Provider Manual and website.
- e. Coordinate with the Finance and Operations Division on contracts, grants, budgets, and proposals for AEL Division.
- f. Review and process courses submitted by adult education providers. Work with appropriate staff to approve Bridge and IET programs. Maintain the adult education course master list. Coordinate with the ICCB Curriculum/Course staff to ensure consistency of policy.
- g. Participate alongside regional support staff with monitoring visits and desk audit reviews, as appropriate.
- h. Provide technical assistance and training to AEL staff, the AEL provider system, as well as other ICCB staff concerning current federal and state guidelines, data management, regulations, and laws.
- i. Research evidenced-based practices that will drive program improvement for providers.
- j. Assist and participate in the development of training to ensure an understanding of AEL requirements.
- k. Provide recommendations to the Director for Adult Education and Literacy on technical assistance needs to drive program improvement.
- l. Perform other duties as assigned by the Director for Adult Education and Literacy and the Senior Director for Adult Education and Literacy.

Associate Director for Program Compliance – Adult Education (continued)

2. Liaison:
  - a. Adult Education and Literacy Providers
  - b. Illinois Adult Continuing Educators Association (IACEA)
  - c. ICCB-Curriculum Course staff and Finance and Operations Division staff

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.

Additional Desirable Qualifications

1. Master's degree
2. Experience working with private, state and/or federal grants.
3. Experience and ability to work with outside providers, vendors, or constituencies.
4. Experience with the Illinois community college system and/or the system of adult education and literacy providers.
5. Ability to communicate effectively orally and in writing.