

Senior Director for Career and Technical Education

Overview:

The role involves overseeing the administration and implementation of the Strengthening Career and Technical Education for the 21st Century Improvement Act (Perkins V). Responsibilities include developing, reviewing, and approving local applications, and making funding recommendations. You will administer the Illinois State Plan for Perkins V, coordinating activities with the Illinois State Board of Education (ISBE) and aligning statewide initiatives, acting as the main point of contact with ISBE.

Responsibilities:

- Directly supervise Career and Technical Education staff (CTE)
- Perkins V Administration: Oversee the Strengthening Career and Technical Education for the 21st Century Improvement Act (Perkins V) including local application development, review, approval, and funding recommendations.
- Illinois State Plan for Perkins V: Administer and implement the state plan, coordinate activities with ISBE, and align statewide initiatives. Serve as the main contact with the Illinois State Board of Education (ISBE).
- Civil Rights Coordination: Support the Methods of Administration Coordinator for Postsecondary CTE in conducting civil rights reviews and developing necessary documentation.
- Postsecondary Perkins Improvement: Lead statewide implementation and continuous improvement through technical assistance, monitoring, and site visits. Liaise between local districts and the ICCB for Perkins accountability, programming, and planning.
- Application and Needs Assessment: Manage the annual and four-year Perkins V Local Application processes, coordinate the Comprehensive Local Needs Assessment, and lead biannual Perkins Administrator Cohort meetings.
- Contracts and Grants: Administer ICCB contracts and grants for special projects funded by Perkins, in coordination with the Associate Deputy Director for CTE.
- Program Coordination: Assist career and technical education staff with program approval and review, and coordinate related efforts within the ICCB.
- Workforce Development Representation: Represent community college CTE interests with agencies and programs related to workforce development, including roles in the Workforce Innovation and Opportunity Act implementation.

- Guidelines and Program Evaluation: Participate in developing and evaluating Perkins postsecondary guidelines, procedures manuals, grant programs, and college programs, including ICCB recognition reviews.
- Program Collaboration: Work with ISBE on the approval and evaluation of programs of study and Model Programs of Study Guides.
- Professional Development: Coordinate annual Forum for Excellence Conference and other events like the Transitions Academy convening.
- Presentations and Workshops: Present information at community college workshops and conferences, such as the WIOA Summit and the ICCCA Conference.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's degree.
- A total of three (3) years (36 months) in education, training and/or work experience in the area of specialization inherent to the position. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.
- Based on position requirements, additional education, training, and/or work experience in the area of specialization inherent to the position, may be required.
- Ability to effectively plan, delegate, and supervise the work of others.

Additional Desirable Qualifications:

- Master's degree
- Experience with, or adequate knowledge of, the Illinois Community College System and CTE/Perkins V legislation.
- Demonstrated oral and written communication, human relations, and analytical skills.
- Strong, articulate presentation skills.