

DIRECTOR FOR ENGLISH LANGUAGE ACQUISITION: The Director for English Language Acquisition reports to the Senior Director for Adult Education and Literacy. This position will serve as the liaison between the Illinois Community College Board, Adult Education and Literacy (AEL) leadership, program support staff, and local programs to provide support that enhances the delivery of services for English Language Learners. The position carries the following responsibilities:

1. Performance - Regular Assignments:

- a. Oversee the implementation of the English Language Learner Content Standards.
- b. Collaborate with Adult Education and Literacy Program Support staff to address issues such as outreach, cultural competency, and academic development for English Language Learners.
- c. Contribute to agency policy and research efforts related to state and national trends for the needs of limited English proficient adults.
- d. Regularly work within the agency's internal adult education data system to monitor provider progress, analyze data, and make data-driven decisions.
- e. Participate in statewide committees or task forces, as appropriate, to remain informed of programmatic needs for English Language Learners (ELL).
- f. Participate in the annual adult education and Integrated English Language and Civics Education (IELCE) proposal review processes.
- g. Work closely with Area Planning Councils where English Language Services are a demonstrated need.
- h. Oversee the professional development trainings facilitated by the Professional Development Network related to instruction of English Language Learners.
- i. Manage the English Language Learning Assessment Training and Practices.
- j. Deliver content and provide input on Adult Education conferences to ensure strands specific to English Language Learners are fully represented.
- k. Coordinate ELL programming with the Director for Integrated English Language and Civics Education.
- l. Perform other duties as assigned by the Senior Director for Adult Education and Literacy and the Deputy Director for Workforce Education.

2. Liaison

- a. Providers of English Language Instruction such as: community-based organizations, community colleges, public schools, regional offices of education, corrections, and others.
- b. Teachers of English to Speakers of Other Languages (TESOL) and other associations and organizations which advocate for limited English proficient persons.
- c. Immigrant, refugee, and other English literacy advisory groups and councils.
- d. Professional Development Centers and contracts, as applicable

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.*

Additional Desirable Qualifications

1. Proficiency in languages other than English, particularly Spanish.
2. Proficiency in Microsoft Office tools, including Outlook, Word, PowerPoint, Excel, and Teams.
3. Experience and ability to work with outside providers, vendors, or associates. This includes advising and training skills.
4. Ability to communicate effectively orally and in writing.
5. Prior administrative and/or teaching experience related to Adult Education and Literacy, particularly English Language Acquisition.