



ASSISTANT DIRECTOR FOR CAREER AND TECHNICAL EDUCATION:

The Assistant Director for Career and Technical Education (CTE) is responsible for day-to-day grant management of postsecondary CTE programs, serving as a liaison to community colleges, supporting program review, and ensuring policy implementation and compliance with ICCB, state, and federal guidelines.

Duties/Responsibilities:

Programmatic Support and Technical Assistance

- Provide direct support to designated postsecondary CTE providers through program site visits, telephone and email contact, and other means as necessary.
- Assist programs in the interpretation and administration of policies and procedures consistent with the objectives of the Illinois Community College Board (ICCB), including, but not limited to, application process, assessment, data collection and reporting, and revenues and expenditures.

Policy and Program Development

- Participate in the production, development, review, and evaluation of Perkins postsecondary guidelines, procedures manual, and college programs.
- Participate in the development, dissemination, and review of various grant programs in accordance with State of Illinois GATA requirements for postsecondary CTE programs.
- Develop content and present information to the field around various CTE and Perkins-related topics.

Program Review and Approval

- Review and approve CTE programs of study.
- Review CTE programs during the program review process, checking compliance with the program review manual and providing timely feedback.

Stakeholder Engagement

- Serve as liaison to state agencies and external organizations to support alignment with state initiatives and institutional goals.
- Attend workshops, meetings, and conferences as requested.

Other Responsibilities:

- Perform other duties as assigned, which may include occasional travel.



Minimum Qualifications:

- Bachelor's degree.
- Demonstrated attention to detail and organizational skills

Additional Desirable Qualifications:

- Master's Degree
- Demonstrated oral and written communication, human relations, and analytical skills including public speaking.
- Experience working with private, state, and/or federal grants, including grant writing, reviewing, and managing.
- Experience with instruction programs, instructional support services, or program evaluations at community colleges or other postsecondary institutions.
- Experience in or adequate knowledge of career and technical education.
- Experience in or adequate knowledge of the Illinois Community College system

Salary and Benefits:

- Salary range: \$43,700.00 - \$47,700.00 /year
- State Competitive Employee Benefits ([FY 2026 Benefit Choice - State Employees Group Insurance Program](#))
- Be Well Illinois: [Be Well Illinois](#)
- State University Retirement System: [SURS_In_Brief.pdf](#)

Required Applicant Documents:

- Resume
- Cover Letter
- Illinois Community College Board application ([APPLICATION FOR EMPLOYMENT](#))

Please Note: These documents are required to be submitted via email to iccb.careers@illinois.gov to complete the application process.

Optional Applicant Documents:

- Transcripts
- DD-214 - To be eligible for Veteran's Preference points on the exam, appropriate military service documentation such as a DD-214 must be submitted prior to the application deadline.



Special Instructions for Applicants:

Please fully complete the entire application including, but not limited to, the education and work history portions. Be specific on your work history, including employment dates and duties for all positions held. Please do not put "see resume" in the duties and responsibilities section of the work history. This will be considered an incomplete application and incomplete applications will not be considered.

The Civil Service examination for this classification is based on your application materials and responses to the supplemental questions. No participation other than submission of applicant materials are required from applicants that qualify to take the exam. If you meet the minimum required qualifications for this position, you will receive a score calculated based on your education and experience, and your name will be placed on the active employment register by exam score. After the application deadline, the names within the top three scores will be referred to the department for interview. Register will be cleared after position is filled.

Important Information for Applicants:

This position requires a criminal background investigation and, if applicable, an employment history review. Any offer of employment is contingent upon successfully passing these checks. Employment may not commence until the results of the background investigation have been reviewed and approved by Human Resources.

The ICCB is an Equal Opportunity/Affirmative Action Employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply.