



### **DIRECTOR FOR CAREER AND TECHNICAL EDUCATION:**

The Director for Career and Technical Education will support and strengthen Career and Technical Education (CTE) programs by managing grants, overseeing program of study approvals and reviews, and coordinating with stakeholders to ensure compliance and alignment with state and federal guidelines.

#### **Duties/Responsibilities:**

##### **Grant and Contract Management**

- Manage state and/or federal small CTE grant initiatives such as the Trade Schools Grant Program and the Advanced Manufacturing Grant.
- Coordinate with the Associate Deputy Director and Senior Director for CTE to administer ICCB contracts and grants for special projects funded through Perkins funds, including Perkins Leadership university contracts.

##### **Program Oversight and Support**

- Lead the Program of Study Approval process, including updating relevant documentation and coordinating the dissemination of approvals to appropriate CTE staff; this may include coordinating with the Illinois State Board of Education.
- Support the CTE program review process, including coordinating compliance reviews and providing additional support to the Associate Deputy Director for CTE.

##### **Guidelines and Policy Development**

- Participate in the development, production, review, and evaluation of annual Perkins postsecondary guidelines, the CTE Grant Manual, and other relevant materials.

##### **Collaboration and Representation**

- Represent community college CTE interests with other agencies, committees, and programs.
- Serve as liaison to state agencies and external organizations to support alignment with state initiatives and institutional goals.
- Coordinate with ICCB staff on other issues related to career and technical education.

##### **Other Responsibilities:**

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



### **Minimum Qualifications:**

- Bachelor's degree.
- A total of three (3) years (36 months) in education, training and/or work experience in the area of adult, career, and technical education, instructional programs, instructional support services, or program evaluation at the postsecondary level. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.

### **Additional Desirable Qualifications:**

- Master's Degree
- Experience with grant management.
- Demonstrated oral and written communication, human relations, and analytical skills.
- Strong, articulate presentation skills.
- Experience with, or adequate knowledge of, the Illinois Community College System.

### **Salary and Benefits:**

- Salary range: \$64,625.00 - \$68,625.00 /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](mailto: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.