

**October 16, 2024**

**JOB VACANCY ANNOUNCEMENT**

ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS (AOIC)  
222 North LaSalle Street, 13th Floor  
Chicago, IL 60601

Applicant may be required to submit additional material or complete job specific tests for this position.

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| POSITION:               | Associate Deputy Director, Learning & Development   |
| LOCATION:               | Hybrid (Remote/In Person) Chicago and Springfield AOIC Offices  |
| HOURS:                  | Monday – Friday 8:30 a.m. – 5:00 p.m., not including travel, education events and meetings that will vary these hours throughout the year.  |
| SALARY:                 | Starting at \$102,086; salary commensurate with experience  |
| BENEFITS:               | An attractive judicial branch benefits package is offered, including pension, medical, dental, vision, life insurance, deferred compensation options, as well as vacation, sick and personal leave. |
| REPORTING RELATIONSHIP: | Deputy Director of the Supreme Court of Illinois Judicial College   |

**BACKGROUND:** The Supreme Court of Illinois Judicial College (Judicial College) was established January 1, 2016, by Order of the Illinois Supreme Court to provide comprehensive continuing education to Illinois judges and judicial branch justice partners including, adult, juvenile and detention officers, circuit court clerks and deputy clerks, trial court administrators, Guardians ad Litem appointed by the Court in abuse and neglect matters, and legal and administrative judicial branch staff. The Judicial College is comprised of six Standing Committees and is governed by a Board of Trustees appointed by the Supreme Court of Illinois. The Judicial College Division of the Administrative Office of the Illinois Courts is comprised of four Units – Learning & Development, eLearning & Technology, Professional Development and Operations. The Division ensures execution of the goals, purpose, projects and priorities of the Judicial College.

- for more about the Supreme Court of Illinois Judicial College, visit:  
[http://illinoiscourts.gov/IL\\_Judicial\\_College/default.asp](http://illinoiscourts.gov/IL_Judicial_College/default.asp)

**POSITION OVERVIEW:** The Associate Deputy Director of the Learning & Development Unit of the Judicial College Division is a leadership position within the Administrative Office of the Illinois Courts Judicial College Division with direct management and supervision of the Judicial College Division Learning & Development Unit activities and staff. The Associate Deputy Director of the Learning & Development Unit reports directly to the Deputy Director of the Judicial College and shares a collaborative leadership role with Associate Deputy Directors of other Units within the Judicial College Division. The Associate Deputy Director of the Learning & Development Unit has responsibility for implementation of the Unit specific provisions of the Judicial College Division Strategic Plan, oversight of curricula, courses and education calendars developed by all Judicial College Standing Committees and shall manage the collaborative administration and delivery of courses and education programs in coordination with internal and external collaborators.

**ESSENTIAL RESPONSIBILITIES:**

- Working knowledge of the Illinois Judicial College Bylaws, Illinois Judicial Branch and AOIC structure and policies impacting the Judicial College and the Judicial College Division.
- Facilitate compliance with Judicial College Bylaws and policies.
- Working knowledge of curriculum and course design and development consistent with the model adopted by the National Association of State Judicial Educators (NASJE).
- Promote staff, Committee and Workgroup application of the NASJE design model.
- Promote adult learning best practices and use of effective learning activities and technology.
- Working knowledge of workflow processes impacting Committees, Workgroups and the Board of Trustees.
- Manage the timely submission of items for Workgroup, Committee and Board review – ensuring meaningful review at each stage of the review and approval process consistent with Board policies and expectations.

- Oversee and manage Unit staff, Committee and Workgroup liaison roles.
- Attend Committee and Workgroup meetings as needed.
- Facilitate effective Committee and Workgroup meetings in collaboration with Committee Leadership, Staff Advisors, Staff Liaisons, and Board liaisons.
- Lead ongoing Unit meetings and regular check-ins with Unit staff.
- Ensure active up-to-date tracking of Judicial College curricula and courses by Committee.
- Ensure staff use of comprehensive tools for curriculum and course, program and event management, including, but not limited to use of the curriculum/course tracking spreadsheet, course design templates, course and program/event timelines, course development worksheets.
- Provide weekly updates to the Division leadership.
- Provide thought leadership and engage in the collaborative execution of short-term and long-term goals, projects and priorities of the Learning & Development Unit, Division and Judicial College.
- Awareness of external and internal facing responsibilities, administrative and operational functions impacting the Judicial College and the Judicial College Division.
- Manage the Learning & Development Unit and staff consistent with the Judicial College Division Strategic Plan.

#### SKILLS:

- Excellent written and oral communication and public speaking skills.
- Adaptive and flexible leadership and problem-solving skills.
- Proficient use of Microsoft Teams, Microsoft Office Suite (Microsoft Word, PowerPoint, Excel and Outlook), Zoom, Google products (Classroom, Docs, Forms, Sites, Drive), audience response technologies, planning software.

**EDUCATION AND EXPERIENCE REQUIREMENTS:** A minimum of three years of progressive experience designing and delivering continuing adult education, with a minimum of two years of relevant management experience, required. Demonstrated knowledge of the fundamentals of the curriculum and course design model established by the National Association of State Judicial Educators (NASJE), best practices for adult learning principles and use of effective tools of adult engagement, required. Preference given to candidates with relevant experience developing online, in-person and blended adult education. Experience supporting high-level Committees, Boards, Commissions, required. Bachelors required. Masters or Doctorate in curriculum and instruction, teaching and learning or related content area, or Juris Doctor, strongly preferred.

**PHYSICAL REQUIREMENTS:** This position requires travel in and out of state, the ability to lift and carry objects (approximately 25 lbs), sit and/or stand for extended periods of time; ability to use office equipment and process written and electronic documents. Must have or be able to obtain a valid Illinois driver's license.

Currently, the position is primarily remote, but employees may select to work from the Chicago or Springfield AOIC office. Employees will be provided necessary computer equipment for work duties but must have sufficient home internet (at no cost to employer) in order to work remotely. Candidates must be able to report to the Chicago or Springfield office when in-person work is required and when it becomes the standard work model once again.

Interested individuals should submit, via email, a letter of interest, resume, professional writing sample, and completed Judicial Branch Employment Application to:

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**This position will remain open until filled.**

EQUAL OPPORTUNITY EMPLOYER