

The National Adult Education Professional Development Consortium (**NAEPDC**) and the National Council of State Directors for Adult Education (**NCSDAE**) is seeking highly motivated and capable person to fill the position as Executive Director.

The Executive Director will serve as the staff to the **NAEPDC** and the **NCSDAE**. The position will report directly to the Executive Committee with oversight by the Chair of the Council. The position will promote Adult Education at the national level and provide support to the state directors in each state. The desired candidate will have a working knowledge of Adult Education/English as-a Second Language at the state or national level and have knowledge of laws that may have a direct or an indirect impact on adult education service delivery.

The Executive Director is responsible for fully executing the plan of work for the two organizations, effectively communicating with the executive committee, providing support to states directors of adult education, being liaison with federal and national organizations, and fulfilling the requirements of the position as listed in the attached job description.

The position is part-time contractual and is based in Washington DC. Teleworking is permissible; however the expectation is that the individual must pay their own expenses when traveling to DC on business. At a minimum, the successful candidate must plan to be in the DC office twice a month or more to take care of necessary requirements as indicated in the job description.

Salary is commensurate with education and experience. The salary range for this position is \$65,000 to \$75,000 with additional compensation for benefits. Travel is required.

Submit a cover letter and resume to:

Jennifer K. Foster

NAEPDC/NCSDAE Chair

Jennifer.Foster@illinois.gov; cc: Nora.l.rossman@illinois.gov

Please label your email using: Executive Director Search

Deadline: Friday, January 30, 2015

The **NAEPDC** was incorporated in 1990 to fulfill a desire of state adult education staff to enhance their professional development. Organized by state directors of adult education, **NAEPDC** has five main purposes:

- To coordinate, develop, and conduct programs of professional development for state adult education staffs;
- To serve as a catalyst for public policy review and development related to adult education;
- To disseminate information on the field of adult education;
- To maintain a visible presence for the state adult education program in our nation's capital; and
- To coordinate the development of national and/or international adult education initiatives and link those initiatives to state programs.

Since its inception, **NAEPDC** has established itself as a major force in the adult education community. More than [50 states and territories are members](#). **NAEPDC** works with the Department of Education (Office of Vocational and Adult Education), and other national adult education organizations in planning for programs and activities to support adult learning initiatives.

NAEPDC responds to the needs of its member states through a variety of activities, such as:

- Training activities geared to specific needs of state staff
- Publications which provide promising practices and strategies for fostering effective state leadership;
- A wealth of online resources to provide state policy and procedure models and options; and
- Specialized services for new state directors to support their leadership and management skills.

The **NCSDAE** was established on November 15, 1967 as a unit of the American Association for Adult and Continuing Education (AAACE).

The purpose of the **NCSDAE** is:

- to attend to legislative needs and concerns,
- to work with other adult education organizations,
- to exchange ideas and solve common problems, and
- to establish and maintain a nationwide communication network regarding national policy and legislative issues.

Dues are paid by the individual State Directors of adult education annually. Associate Members are other state staff members recommended by the State Director. Each State gets one vote.