

April 4, 2024

**JOB VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS (AOIC)**

**222 North LaSalle Street, 13<sup>th</sup> Floor**

**Chicago, IL 60601**

<b>POSITION:</b>	Associate Deputy Director, eLearning & Technology Services
<b>LOCATION:</b>	Chicago, Hybrid (Remote/In Person, subject to Supreme Court Remote Work Policy and Illinois Judicial College needs )
<b>DIVISION:</b>	eLearning & Technology Unit, AOIC Judicial College Division
<b>GRADE/SALARY:</b>	minimum salary \$100,084.00; salary commensurate with experience
<b>BENEFITS:</b>	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.
<b>REPORTING RELATIONSHIP:</b>	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, pretrial officers, 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 seven 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 eLearning & Technology Services Unit of the AOIC Judicial College Division is a leadership position within the Administrative Office of the Illinois Courts Judicial College Division with direct management and supervision of unit staff. The Associate Deputy Director for eLearning & Technology Services reports directly to the Deputy Director of the Judicial College and shares a collaborative leadership role with Associate Deputy Directors of other Division units. The Associate Deputy Director of the eLearning & Technology Services Unit oversees Judicial College and AOIC Division technology services, technology vendor procurement and project management, the Learning Management System (LMS), and best practices for instructional design and use of eLearning software and platforms.

**ESSENTIAL RESPONSIBILITIES:**

- Thought leadership and collaborative execution of the goals, projects and priorities of the eLearning & Technology Unit, the Judicial College Division, and the Judicial College.
- External and internal responsibilities, ranging from administrative and operational functions to technology services, LMS, database and instructional design matters.
- Manage eLearning and Technology Unit technology services and instructional design staff, and lead the integration of pedagogical and andragogical practices and adoption of adult learning principles.
- Manage and evaluate new and existing technology services, including multimedia products, smart classrooms, and LMS platforms.
- Oversee technology grant acquisition, vendor procurement, project management and grantor and vendor relations.

- Lead onboarding of new technologies and development of technology training modules.
- Lead achievement of short-term and long-term goals, projects, and priorities.
- Facilitate best practices in instructional design.
- Facilitate best practices in curriculum and course design, course delivery and evaluation, consistent with the fundamentals of curriculum and course design model established by the National Association of State Judicial Educators (NASJE), Judicial College Core Principles, and best practices for adult learning, including the effective use of adult engagement tools.

**SKILLS:**

- Excellent written, verbal communication, and interpersonal skills.
- Adaptive and flexible leadership and problem-solving skills.
- Proficient in the use of instructional technologies, such as Articulate 360, Captivate, Camtasia, or other video editing software, LMS platforms, and Microsoft Teams, Microsoft Office Suite (Microsoft Word, PowerPoint, Excel, and Outlook), Zoom, Google products (Classroom, Docs, Forms, Sites, Drive), audience response technologies.

**EDUCATION AND EXPERIENCE PREFERENCES:** Progressive experience with education technology infrastructure and instructional design best practices; management experience and responsibilities. Expert knowledge of curriculum and course design fundamentals, best practices for adult learning principles and the use of effective tools for adult engagement, the development of eLearning, in-person and blended courses. Masters or Doctorate in instructional design, or related content area, 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 hybrid, but candidate must be flexible and adaptive to the needs of the Judicial College Division and the Judicial College overall. Chicago will serve as the headquarters office for this position, and employees must be able to report to the Chicago office for work as needed. Compliance with remote work policies requires employees to have sufficient internet access and bandwidth (at no cost to employer).

**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**