



ICTFL promotes and facilitates the teaching and learning of languages and cultures in our schools and communities in order to foster communication in our interconnected world.

The Illinois Council on the Teaching of Foreign Languages (ICTFL) seeks applications for the Position of Executive Director, beginning January 1, 2023.

Responsibilities of the Executive Director:

- Attend all meetings of the Board of Directors and the Executive Council
- Collaborate with the ICTFL Executive Council to plan and prepare for the organization's meetings
- Have responsibility for office management, business management, membership management, and technical services
- Serve as the Association's official signatory to all contracts of ICTFL
- Issue and report Professional Development hours
- Represent the organization at World Language and Advocacy events
- Communicate and collaborate with ICTFL's Affiliate organizations as well as World Language teachers, their Departments and Schools, and ISBE
- Serve as an ex-officio member of ICTFL Committees

- **Qualifications:**

Experience in world language teaching and/or administration

Demonstrated leadership and ability to work collaboratively with diverse groups of people

Demonstrated commitment to the role of world languages and cultures in U.S. education

Demonstrated commitment to and experience with ICTFL, regional and national organizations

- **Must possess:**

Highly effective organizational, time management and leadership skills

Strong interpersonal and intercultural communication skills

Excellent written and verbal skills

Strategic thinking and analytical skills

Applicants should submit the following to Leann Wilcoxon at [ictfl.director@gmail](mailto:ictfl.director@gmail.com) :

- A detailed letter of interest describing experience and qualifications as they relate to the position
- A curriculum vitae
- Two professional letters of reference that speak to the candidate's experiences that are applicable to the role.

Deadline for submissions: August 31, 2022