

Springfield Technical Community College

Director of Springfield Adult Learning Center (SALC)

About Springfield Technical Community College :

Located on 35 acres of the Springfield Armory National Historic Site and founded in 1967, Springfield Technical Community College is a major resource for the economic vitality of Western Massachusetts. As the only technical community college in Massachusetts, STCC offers a variety of career programs unequalled in the state. Biotechnology, IT Security, Laser Electro-Optics, Nursing, Robotics, Sonography, Telecommunications and dozens of other career programs produce potential employees each year. STCC's highly-regarded transfer programs in Business, Engineering, Liberal Arts, Science and Technology continue to provide the most economical option for students pursuing a four-year degree. With an annual enrollment of over 9,000 day, evening, weekend and online students S.T.C.C. is a vibrant campus rich in diversity.

Job Description:

GENERAL STATEMENT OF DUTIES:

Under the Division of Academic Affairs, the Director will provide leadership in advancing the education of adults through the Springfield Adult Learning Center (SALC) and related STCC services, which includes the full range of Adult Basic Education (ABE) HSE, prep (High School Equivalency), English for Speakers of Other Languages (ESOL) and Hampden Preparation Program. Understanding of the Common Core's College and Career Readiness Standards, SMARTT program planning, and workforce training systems development is essential. The ABE/ESOL programs are funded primarily by the Massachusetts Department of Elementary and Secondary Education (DESE) and focused on providing basic skills within the context of college and career readiness.

With the diverse population of the Greater Springfield region, the Director will demonstrate a strong commitment to the value of working with students, faculty, and staff that reflect the community. The Director will work together with faculty and staff to create an atmosphere of trust and respect in which all can succeed. The Director must possess excellent organizational skills; strong leadership skills; commitment to professional and program development to learner-centered teaching and contextualized curriculum. The Director will collaborate with the senior management team in working together; sharing responsibility for problem-solving, and making decisions to formulate and carry out plans and activities that promote and sustain student learning.

RESPONSIBILITIES:

Include, but are not limited to:

- Organize, coordinate, and track multiple initiatives and funding sources to increase enrollment and broaden services on and off campus sites.
- Responsible to lead efforts to ensure program outcomes are met
- Develop grant proposals in collaboration with the Grants Office in response to new and continued ABE/ESOL and other funding opportunities.
- Provide direct supervision to Program Coordinators and staff, external consultants and sub-contracts according to both college and collective bargaining unit procedures. This also includes Hampden Prep Coordinator and team members.
- Lead the department's strategic planning initiatives.
- Accountable for the development and review of curriculum, learning resources and teaching methodologies that enhance program delivery for adult learners
- Coordinate the development of the annual SMARTT Program Plan that details the ABE/ESOL classes and adheres to the funding guidelines.
- Oversees the collection and review of program data, which can include but not limited to SMARTT or other database systems designated by DESE - Ellucian - Datatel (STCC).
- Develop and maintain annual budgets that reflect income and expenses related to grants, institutional budget, and other fee based activities related to ABE/ESOL and Hampden Prep.
- Serve as primary liaison to funders including DESE and the Hampden County REB.
- Build and sustain collaborative, community relationships that support the effectiveness of the ABE/ESOL/ other SALC services and increase the adult students' success at the community college and in the workplace.
- Manage and promote higher education collaborations that include developmental education, Transition to College, and degree-bearing credit programs.
- Other duties as assigned.

Requirements:

- Master's Degree in Education or a related field required, with 3 years of experience implementing, managing, and evaluating adult programs or an equivalent combination of education, training, and experience.

Category:	Administrative and Professional  
Department:	Workforce Development
Locations:	Springfield, MA
Posted:	Jun 05, '18
Type:	Full-time
    	
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- Experience with Adult Basic Education programs and funding sources on a federal, state, and local level is highly recommended.
- Demonstrated experience promoting and sustaining community based relationships and collaborative programming strongly preferred.
- Strong knowledge of adult standardized testing tools such as BEST Plus, TABE, GED Test, MAPT, and HiSET.
- Experience with Massachusetts's DESE-ACLS program guidelines, performance indicators, College and Career Readiness Standards, and the SMARTT database.
- Experience in budget oversight, outcomes tracking, and report writing, as related to grants management, is required.

Additional Information:

SALARY: \$63,899.00 - \$76,679.00

BENEFITS: Yes. State funded with benefits

WORK SCHEDULE: 37.5 hours per week (Monday-Friday)

GRANT FUNDED: Yes. (Grant funded from multiple sources)

TRAVEL: Occasional travel on behalf of the college

PRE-EMPLOYMENT DETAILS:

STCC conducts a pre-employment screening on specified positions, which may include, but is not limited to, a Criminal Offender Record Information (CORI) and/or Sex Offender Registry Information (SORI) check, verification of academic credentials, licenses, certifications, and/or verification of work history. Finalist(s) for this position will be subject to a pre-employment screening as a condition of employment.

CLOSING DATE: Until filled

Application Instructions:

APPLY TO: All applicants must apply online by submitting a cover letter**, resume and three (3) professional references to <http://www.stcc.edu>. **Cover letter must demonstrate how your education and experience qualifies you for this position.

POLICY STATEMENT ON AFFIRMATIVE ACTION, EQUAL OPPORTUNITY & DIVERSITY

The Board of Higher Education and the Boards of Trustees of the Community Colleges maintain and promote a policy of non-discrimination on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information maternity leave, military service and national origin ("protected class(s)/classification(s).") Further, this policy prohibits retaliation and incorporates by reference, and where applicable, the requirements of Titles VI and VII of the Civil Rights Act of 1964; Title VI of the Civil Rights Act of 1968; Titles I and II of the Civil Rights Act of 1991; Title IX of the Education Amendments of 1972 and its regulations found at 34 C.F.R. part 106; Equal Pay Act of 1963; Civil Rights Restoration Act of 1988; Sections 503 and 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Section 402 of the Vietnam-era Veterans Readjustment Act of 1974, Uniformed Services Employment and Reemployment Rights Act (USERRA); Age Discrimination Act of 1975; Age Discrimination in Employment Act of 1967, as amended; Family and Medical Leave Act of 1993; Federal Executive Order 11246 of 1965, as amended by Executive Order 11375 of 1967; Federal Executive Order 12900 of 1994; Federal Executive Order 13145 of 2000; Federal Executive Order 13160 of 2000; Federal Executive Order 13166 of 2000; Massachusetts Civil Rights Act; Massachusetts General Laws Chapters 151B, 151C, and Chapter 149; directives of the BHE, the Boards of Trustees of the Community Colleges and the Commonwealth of Massachusetts; and other applicable local, state and federal constitutions, statutes, regulations and executive orders.

EQUAL OPPORTUNITY STATEMENT

STCC's personnel and academic decisions, programs and policies are formulated and conducted in a manner which will ensure equal access for all people and prevent discrimination. As part of this effort, a College will ensure that employment and academic decisions, programs and policies will be based solely on the individual eligibility, merit or fitness of applicants, employees and students without regard to race, color, creed, religion, national origin, age, disability, sex, marital status, military service, gender identity, genetic information, sexual orientation or political or union affiliation.

URL: www.stcc.edu