

**Part-time Day ESOL Dean of Students at Blue Hills Adult Education**

**322 Sprague Street, Dedham 02026**

**POSITION:**  **Part-time Day ESOL Dean of Students**

**JOB DESCRIPTION:**

* Support students struggling with attendance, persistence, consistent progress, gaps in learning, and learning differences by ensuring that underperforming students are identified and connected with support services to help students achieve the academic performance targets, EFL completions, and/ or post-secondary enrollment
* Assist English language learners as they acclimate to life in the United States
* Monitor for test readiness, setup testing, and ensure testing space availability. Communicate with teachers about test scheduling, provide proctoring and ensure testing protocol is followed with proper accommodations and conditions. Ensure LACEs testing data is entered in a timely manner.
* Conduct ADEI (antiracism, diversity, equity and inclusion) student focus groups
* Facilitate student intake placements and coordinate with administrative assistant to communicate placement to students
* Work with the advisor as part of a student support team by meeting weekly to discuss students' needs. When students are identified as in need of academic support, the Dean of Students will connect students with support services
* Conducts new student orientations
* Assist Director and Site Coordinator as needed

**POSITION DETAILS:**

* Location: Capen School in Dedham
* Tuesdays and Thursdays 9:00 AM – 12:30 PM
* 10 hours per week - (6 hours counseling; 4 hours student contact)
* Begins September 1, 2023, and ends June 30, 2024
* Paid professional development (10 hours)
* Current Hourly Rate: $37.47

**DESIRED MINIMUM QUALIFICATIONS:**

* + - * Bachelor's degree
      * Outstanding verbal, written, and presentation skills
      * A minimum of 3-5 years of relevant experience.
      * Ability to build positive relationships with students
      * Strong leadership skills
      * Certified to administer required ABE assessments (willing to certify) Best Plus 2.0, TABE ClasE
      * Computer literacy skills
      * Excellent time management skills and ability to multi-task and prioritize work.
      * Bilingual ability preferred

**REPORTS TO:**  **ABE Director**

All interested applicants must complete a SchoolSpring.com application as soon as possible. Application

must include a letter of intent, resume and two letters of reference

**Equal Opportunity Employer. Diverse candidates encouraged to apply.**

Susan Haberstroh, ABE Director

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