**Jackson Mann Community Center   
Adult Basic Education *Director* Job Description**

**Full-time Position**

The Director is responsible for developing and managing the JMCC Adult Education program (six ESOL classes and two High School Equivalency classes) to provide academic and support services that are effective at helping adult learners prepare and qualify for work that provides a family-sustaining wage and an improved quality of life. The Director heads a professional team committed to empowering adult learners through academic achievement, career development, and identification and attainment of goals.

**GENERAL STATEMENT OF DUTIES**:

The Director is responsible for providing leadership and coordination of all components of the Adult Education Program and all phases of administration and staff supervision.

**RESPONSIBILITIES/DUTIES:**

● Coordinate recruitment, hiring, training, supporting, supervising, developing, and evaluating staff, and facilitate internal and external evaluations to continuously aim to improve programs.

● Oversee all program design and implementation. Oversee all curricula development; conduct class observations; ensure quality instructors reflecting JMCC’s mission.

● Oversee data management and compliance for all grants and projects, including but not limited to LACES data collection.

● Stay informed of emerging adult education and workforce development issues and initiatives. Work with staff to provide programming or action to proactively respond to changes in the field of adult education and workforce development.

● Coordinate professional development planning with all staff related to the Workforce Innovation and Opportunity Act (WIOA), performance standards, and the state performance accountability measures

● Facilitate productive regular staff and teachers’ meetings, program, and staff development meetings and workshops.

● Perform administrative duties including grant writing and grants management; budget development, monitoring, and revision; reporting to the regional office and funders; payroll, personnel, and purchasing.

● Serves as liaison and contact with outside agencies and organizations. Establish a streamlined service delivery system through linkage w/other service providers and employers in community and state, in compliance with state Workforce Innovation and Opportunity Act (WIOA) requirements.

● Promote JMCC throughout the community, city, and state, building partnerships with various agencies and institutions to promote the program and secure resources, and representing the program with funders and various authorities.

● Collaborate with Career Advisor to develop strong relationships with Boston One-Stop Career Centers and other WIOA required partners, community colleges and employers.

● Attend funder meetings and training. Develop strong relationships with funder contacts.

● Work collaboratively with team members to ensure performance goals and outcomes are met; coordinate formulating and implementing annual continuous improvement plan and student feedback surveys.

● Ensures compliance with ADA laws

● Monitor the annual development of curriculum that is aligned with the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS)

● Establish links with outside agencies to enable the referral of students to respond to issues and needs that the program’s resources cannot provide.

**MINIMUM/REQUIRED QUALIFICATIONS:**

● B.A./B.S required

● Proven experience in education program management, including experience developing and managing staff, budgets, curriculum development, assessments and student progress.

● Four years of experience teaching Adult Basic Education (ABE) or English as a

Second Language (ESOL) programs or other recognized adult programs.

● Familiarity with JMCC community and existing network of services, and working with adult learners from diverse cultural, linguistic, education and career backgrounds with multiple barriers to success.

● Proven experience in successful grant writing and fiscal management.

● Excellent organizational, administrative, technology and communication skills.

● Demonstrated supervisory experience in an academic setting.

● High proficiency with Microsoft Office Suite, database systems and electronic reporting tools.

● Experience working in a global, multicultural academic setting that includes a focused effort in creating an environment of diversity, equity and inclusion.

● Must pass CORI/SORI background check.

**PREFERRED QUALIFICATIONS:**

● Master’s degree in education or related field

● Experience with LACES

● BEST Plus and TABE CLAS-E Certified

● Experience with the City of Boston, Mayor’s Office Workforce Development

● Familiarity with relevant resources in Allston/Brighton and Greater Boston

● Bilingual Spanish and/or Portuguese

Applicants that do not meet the qualifications noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.

**Position Hours:** Full time (35 hours per week), benefited position. Monday through Thursday from 1:00 to 9:00 pm and three hours remote work on Friday.

**Salary and Benefits:**

● $70,980 per year ($39 per hour)

● Medical and dental insurance

● Three paid school vacation weeks off per year (two weeks in December and one week in April) plus four personal days

● Paid sick time

Please note that the finalist candidates will be asked to submit three professional references and transcripts.

**To apply:** Send cover letter and resume to Rosie Hanlon, Administrative Coordinator, Jackson Mann Community Center, [Rosie.Hanlon@boston.gov](mailto:Rosie.Hanlon@boston.gov)

***Equal Opportunity Employer***