

Northern Essex Community College

Full-Time Curriculum and Assessment Coordinator

Job Description:

POSITION: Full-Time Curriculum and Assessment Coordinator; Coordinator of Student Assessment; Essex County Sheriff's Department; Middleton House of Corrections (20 Manning Ave, Middleton, MA); 37.5 hours/week, Monday - Friday 8am - 4pm (Occasional evening hours. Hours may be adjusted and compensated in alignment with contractual guidelines), travel to all ECSD facilities and NECC campuses required; MCCC/MTA Unit Professional Position; Pay Grade 6; Grant Funded Position

SUMMARY: Located at the Essex County Sheriff's Department. The Curriculum and Assessment Coordinator will report to the Director of Education, and is responsible for development and implementation of the curriculum used in the NECC/ECSD education program and for overseeing assessment of the NECC/ECSD Education Program's students. This position will work some evenings and one Saturday per month.

The Coordinator performs development of new curricula and ongoing review of existing curricula to ensure they are: aligned to the CCRSAE and/or the MA ELPS for all content areas and levels, vertically and horizontally aligned to ensure instructional coherence, informed by data, informed by student choice and voice, informed by students' life experiences and prior knowledge, and implemented by teaching staff.

The Coordinator will be responsible for Pre and Post MAPT and TABE CLAS-E assessments, HiSET and/or GED testing, will be the Chief HiSET (or GED) Examiner and any additional assessments identified by funders and grantors.

Supervision Received: The Curriculum and Assessment Coordinator reports to the Director of Education, Corrections program.

RESPONSIBILITIES: Specific duties for this position include:

- Review curricula to ensure it aligns with DESE College and Career Readiness Standards, Adult Education standards.
- Develop and maintain curriculum materials such as lesson plans, textbooks, software, and teacher guides.
- Review textbooks and other materials to ensure they meet state standards
- Support evaluation process to ensure teachers are following curricula and maintaining culturally responsive classrooms.
- Maintain a shared drive including curricula, units of study, and lesson plans
- Provide support and guidance to teachers regarding lesson planning and best practices in the classroom
- Oversee the development of new curricula and update existing curricula to reflect current trends in subject matter
- Schedule, proctor and oversee Pre and Post testing for academic tests including: TABE, TABE CLAS-E, and MAPT
- Oversee HiSET testing; including scheduling and proctoring at all ECSD facilities
- Implement and oversee computer-based GED testing; including scheduling, proctoring at all ECSD facilities
- Identify and implement additional assessments aligned with the Adult Education, ESOL and postsecondary education programming
- Ensure pre and post assessments occur on a timely basis and comply with grant agreements
- Collaborate with colleagues to ensure that assessment results inform programming, student scheduling, readiness for GED or HiSET testing
- Maintain accurate, timely, and thorough data and documentation for all instructional design activities
- Identify areas where both formal and informal assessments will support student learning and gains
- Collaborate and establish partnerships with organizations providing assessments (i.e. PSI for HiSET testing)
- Stay abreast of assessment best practice, research, initiatives
- Create and facilitate training for NECC staff regarding curriculum development, lesson planning, interpreting assessment results and using the results to inform instruction and advising
- Travel to all ECSD and NECC campuses will be required
- The Classification Specification is available at: <https://www.mass.edu/shared/classificationspecs/specsmccc/Coordinator of Student Assessment - HB 1232.doc>

Requirements:

MINIMUM QUALIFICATIONS:

- Master's degree in Education, Psychology, Business Management, Public Administration, or closely related field; with five (5) years' experience and/or training that includes academic assessment/placement, academic advisement/counseling, computerized test administration, and computer operations; or an equivalent combination of education, training, and experience.
- Knowledge of principles, methods, and practices in adult education

Category: Corrections (Essex County)

Subscribe:  

Department: Essex County Sheriff's Dept (Middleton) - 9235

Locations: Middleton, MA

Posted: Jul 31, 2023

Closes: Open Until Filled

Type: Full-time

Ref. No.: 284527

Position ID: 165436



 Share

- Working knowledge of the College and Career Readiness Standards and MA ELPs
- Curriculum development experience
- Ability to work with inmates, teaching staff and administration in a correctional setting
- Evidence of strong writing skills
- Strong computer, organizational, and communication (written and verbal) skills
- Strong teamwork abilities and demonstrated capacity to work across departments and/or disciplines
- Experience working with multicultural populations
- Ability to work independently and as part of a dynamic team
- Able to occasionally work varying hours and shifts as directed
- Willingness to work evenings when needed, which will be paid in accordance with the collective bargaining agreement.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish/English)
- Experience working with and supporting a culturally diverse population
- Experience in corrections

BACKGROUND CHECK: Candidates will be required to pass a CORI and SORI check as a condition of employment.

Additional Information:

GRADE AND SALARY: Anticipated salary range is \$64,615 to \$69,615 annually with complete fringe benefit package. Complete fringe benefit package including competitive health insurance, free dental insurance, basic life insurance, long-term disability insurance, paid sick, vacation and personal leave, educational benefits for employee/spouse/dependents, and excellent retirement benefits. Actual salary calculated in compliance with MCCC/MTA classification system. Official transcripts will be required at the time of hire.

ANTICIPATED START DATE: ASAP

Application Instructions:

TO APPLY: To be considered for this position click on the "Apply Now" button, you will be prompted to setup a new account or login to an existing account. You will be able to upload the following required documents for consideration:

- Cover Letter, describing your qualifications and experience
- Resume/CV

Review of applications will begin 5 business days from the posting date and will continue until the position is filled.

****Please note that finalist candidates will be asked to provide contact information for three (3) professional references.**

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran or military status, genetic information, gender identity, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action Officer/Title IX Coordinator, Elizabete Trelegan (Assistant Director of Human Resources, B-219, 978-556-3928/ etrelegan@necc.mass.edu), the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights. Northern Essex Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Prospective employees are encouraged to review the College's Annual Security Report (ASR), in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be found on the disclosure page of the College's website at: <http://www.necc.mass.edu/clery>