

**Lawrence Public Schools – Adult Learning Center – Adult Advisor/Counselor**

**About Lawrence Public Schools and the Adult Learning Center:**

Lawrence Public Schools is an urban district serving more than 13,000 students, the majority of whom are economically disadvantaged. More than 70% of our students speak a language other than English as their first language. We are committed to ensuring that our students, who have for too long been underserved, are provided with a high quality, free, public education at their local, district schools. The Lawrence Public Schools - Adult Learning Center has been providing free Adult Basic Education and ESOL classes to the citizens of Lawrence, MA and the surrounding communities for more than 50 years. The ALC provides quality educational services to 500 – 600 students, annually, in the development of: English language, literacy, numeracy, and technology skills for further education, job training, and better employment. We also provide instruction in civics to help prepare students to pass the USCIS Citizenship Exam.

**The Vision of the Lawrence Public Schools - Adult Learning Center** is to ensure that all English for Speakers of Other Languages (ESOL) and Adult Basic Education (ABE) students achieve the learning goals they have set upon entry into our program. By improving students’ skills in the areas of academics, language, technology, and workforce development, we will increase their opportunities to enter college, to obtain an industry-recognized credential, to expand their career choices, to enjoy a family-sustaining wage, and to become effective citizens of their community.

**About the Advisor/Counselor Position:**

The ALCAdvisor will be responsible for providing a comprehensive advising program designed to support the unique needs of adult learners. The advisor will have a case-load of adult students, and will ensure all students are receiving high quality supports, and accommodations that will lead to individual goal achievement. The advisor will work collaboratively in the enrollment, orientation, assessment, and advisory of adult students. The advisor will also conduct required follow-up monitoring of adult learners, as they transition to post-secondary education/training, and or employment. The Advisor will implement ALC’s new Advisory Scope & Sequence Curriculum that has been shared with other Community Adult Learning Center programs as a “promising practice.”

**Reports to**: Principal. The educator will work collaboratively with Advising/Enrollment/Assessment Team, Data & Enrollment Manager, ALC educators, clerks, and support staff, as well as the School’s Leadership Team.

**Responsibilities in conjunction with the ALC Principal** will include, but not be limited to, the following:

* Communicate high expectations for adult learners’ academic and social behaviors;
* Provide high quality advising to adult learners;
* Conduct intake and timely data gathering of all adult learners, including follow-up with exited learners to report progress of employment, post-secondary education & training, and attainment of educational credentials/certificates;
* Coordinate adult learners involvement with service agencies, training centers, and higher education resources through field trips and guest speakers;
* Assist adult learners in all aspects of job search and placement including applications, resume and cover letter writing, developing interview skills, and adapting to the employment world;
* Provide ongoing evaluations designed to measure academic or language growth, career interests, and Multiple Intelligences of adult learners;
* Recruit, and enroll new adult learners in classes within our program to ensure all seats are filled continuously;
* Establish a schedule and document meetings and check-ins with adult learners;
* Assist in maintaining and updating program records accurately (attendance, intake and orientation, pre & post assessments, follow up documentation of exited students) as required by ALC - ABE program, and ACLS;
* Assist with NRS assessments, Enrollment, and Orientation Process for new students;
* Communicate to assessment team timely any students exiting to ensure a post test is administered
* Promote the importance of persistence and effort to the success of adult learners;
* Provide guidance, support, and monitoring of adult learner’s progress toward achievement of goals;
* Adhere to rules of School Counselling Ethics, including student confidentiality, and the dignity of all people;
* Participate in school events, such as seminars, field trips, Program Team Meetings, staff meetings, professional development opportunities, and end of the year ceremonies, including graduation;
* Keep current with the research & development of best practices within the field of advising adult learners;
* Complete other duties as assigned by the Principal.

**Key Competencies:**

Knowledge of:

* The best practices, policies, laws, standards of care within the field of school counseling & adult education;
* How to build trust and supportive relationships with adult learners;
* Adult learning theory and second language acquisition;
* Digital technology including Google Classroom, Microsoft Office Suite;
* Massachusetts’ DESE-ACLS program guidelines, performance indicators & benchmarks; College and Career Readiness Standards for Adults;
* Implementing & revising an advisory curriculum & the design of academic & career pathways for learners;
* SEL, Trauma Informed Practices, Restorative Justice, conflict resolution, crisis intervention programs & practices;
* The barriers adult learners face and the strategies & community resources available for support;
* Adult Education /ESOL assessments: MAPT, BEST Plus, TABE CLASS E – Reading/Writing.

Professional Abilities:

* Approachable, sincere, and able to build strong relationships with adult learners;
* Plan & provide proactive advisory services in the form of seminars, presentations, community visits;
* Commitment to implement the ALC Advisory Curriculum;
* Collaborative with the ability to work independently, and within a team;
* Flexible, adaptable, and resourceful with a growth mindset;
* Possess and model high standards of behavior for self and for adult learners;
* Set rigorous goals focused on adult learners enrollment & retention, student data, post program follow-up;
* Communicate effectively, consistently, and professionally with all adult learners, and colleagues;
* Willingness to take initiative and succeed in a fast-paced school environment while remaining calm and focused when faced with unexpected challenges;
* Commitment to embrace the ideals of diversity, equity, and inclusion, and the dignity of all human beings;

**Qualifications:**

* Master's Degree in Counseling, Guidance, Human Services, School Psychology, or Social Work
* Massachusetts Certification as a School Counselor, School Adjustment Counselor, Guidance Counselor, School Social Worker, or Adult Basic Education (ABE) Teacher with extensive experience, and or course work in academic & career planning, mental health counseling, job/vocational coach;
* Minimum of two (2) years-experience in the field of counseling, education, guidance, or social work
* Experience working with adults in delivering advising & counselling services one-on-one, small group, and large group settings;
* Experience in collaborating with social service agencies;
* Strong facilitation and communication skills;
* Proficient in English, Bilingual Preferred
* Current Authorization to work in the United States.

Salary: In accordance with the current LPS/LTU Collective Bargaining Agreement Pay Structure