



## HAMPDEN COUNTY SHERIFF'S DEPARTMENT



### Program Supervisor II (full time)

The HCSD is seeking to fill this position in the education department with a highly motivated individual with excellent organizational skills, project management skills, strong leadership skills and commitment to professional and program development. The Program Supervisor II is responsible for the day to day supervision of teachers and support staff in a correctional education setting. Proven experience with authoring, editing, revising and submitting state and federal grants is preferred. The Program Supervisor II will carry out the duties and responsibilities for the following:

- Managing and overseeing the Career and Technical Education Programs;
- Completing teacher observations and meeting with staff for follow up;
- Inputting, reviewing and understanding the data in the DESE data management system;
- Developing and overseeing the goals of the continuous improvement plan;
- Facilitating HiSET computer-based testing;
- Participating in required meetings (internal and external) to assure compliance with private, state and federal grants;
- Fulfilling other duties as assigned by the Director of Education

**Qualifications:** Bachelor's Degree in education or related field with three (3) years' experience as an adult education instructor/supervisor and/or two (2) years' proven experience in correctional education required. Master's Degree preferred. Knowledge of grant funding from the Department of Elementary and Secondary Education's Office of Adult and Community Learning Services and other private sources. Familiarity with the College and Career Readiness Standard for Adult Education with respect to lesson planning and classroom observations. Excellent communication skills both oral and written and the ability to prepare effective, concise, and accurate written reports. Thorough knowledge of educational assessments both formal and informal including MAPT and TABE. Experience with and/or understanding of Career and Technical Education Programs.

**Salary: \$62,765.31 - \$78,188.66**

**Work Schedule: Monday-Friday 8:00 am – 4:00 pm, one evening shift per week  
12:00 pm – 8:00 pm; some Saturdays may be required**

**Work Location: Hampden County Correctional Center Main Institution, Ludlow, MA.**

**Send detailed resume and cover letter no later than February 12, 2021 to**

**Employment Manager Gregory Pytka at [recruiting@sdh.state.ma.us](mailto:recruiting@sdh.state.ma.us)**

**Or mail to: Hampden County Sheriff's Department**

**Human Resources Office**

**627 Randall Rd.**

**Ludlow, MA 01056-1079**

***Applicant subject to background investigation, drug screening and medical clearance.***

*The Hampden County Sheriff's Department proudly supports equal opportunity for all people, regardless of race, color, religion, gender, age, national origin, and any other category protected by law.*