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**Executive Order #595 requires Executive Department employees to have received COVID-19 vaccination or to have been approved for exemption as a condition of employment. Finalists will be given details about how to demonstrate receipt of vaccination or request an exemption due to a sincerely held religious belief or if the vaccine is medically contraindicated.**

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## Job Description

### **ACLS Professional Development System Specialist - (21000BAI) Description**

Adult and Community Learning Services (ACLS) oversees the Department of Elementary and Secondary Education's (DESE) Adult Education (AE) programs. ACLS funds and monitors over 80 programs across the Commonwealth that provide Adult Education and English for Speakers of Other Languages services to over 20,000 adult learners annually. The mission for the Office of ACLS within the Center for Educational Options at DESE is to provide each and every adult with opportunities to develop literacy skills needed to qualify for further education, job training, and better employment, and to reach his/her full potential as a family member, productive worker, and citizen. The mission of the Center further guides our work confirming that we expand, enhance, and ensure equitable access to high quality educational options for learners of all ages,

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especially those who have been historically underserved.

DESE and ACLS are committed to educational access and equity.

This commitment means that:

- All learners, and especially our most vulnerable learners — inclusive of low-income learners, English Language learners, learners of color, and learners with disabilities — will have access to high-quality educational opportunities and will experience high expectations to ensure greater equity in outcomes;
- All educators are culturally responsive and honor as well as leverage diversity in their education practices;
- All teachers, administrators, college, career and community organizations are valuable partners to create a rich educational experience for out-of-school youth and adult learners; and
- ACLS and the Center for Educational Options, in partnership with other DESE Centers, will collaborate on efforts to eliminate explicit and implicit bias, to dismantle racism and to promote social justice within districts, schools, and programs.

The Educational Specialist C (Professional Development System Specialist) is responsible for providing technical assistance to assigned Adult Education programs regarding effective program practice. The Educational Specialist is responsible to monitor program compliance and program performance through a monthly analysis of data and provide feedback to the program. Review grant applications, continuation applications, budgets and budget amendments to ensure compliance with state and federal policies. Attend required internal and external meetings, workshops and conferences. Facilitate meetings and workshops, as required.

In this position, the Educational Specialist will be required to be the project owner ( for initiatives that support professional development systems for all education services as required i.e. curriculum and instruction (ELA, ESOL, Math), program support services, MassStep and communication and coordination etc. for several key initiatives that support and maintain the mission and vision for adult education across the Commonwealth as well as current state and federal regulations that guide funding (e.g. WIOA, State Plan etc). In addition educational specialist are expected to consult and help other project owners on areas where they are knowledgeable as it relates to any aspect of the Indicators of Program quality i.e. Equitable Access, Career Pathways Collaboration and Advising and Student Support Services .

Adult Education services include but are not limited to ABE, ASE, ADP and/or ESOL services in community adult learning centers and correctional institutions, MassStep ABE, MassStep ESOL, Primary Instruction by Volunteers, Transitions to College, Pay for

Performance, Workplace Education and Professional Development for staff of AE programs.

**Duties:**

1. Assist in the development and implementation of policies and standards designed to improve the Adult Education (AE) system in the Commonwealth.
2. Assist with and/or oversee in-depth design and development of new AE initiatives including lead responsibility for the development, coordination and writing of grant (and other funding) proposals and plans as well as adult education requests for proposals related to the initiatives (i.e. professional development centers, workplace education and primary instruction by volunteers).
3. Attend ACLS required meetings, workshops, and conferences; facilitate meetings, and conduct workshops as required.
4. Conduct site visits to AE programs to gain information on program operations and to ensure compliance with the Massachusetts AE Guidelines, review program documentation, and communicate findings orally and in writing.
5. Contribute to a customer service environment where customer satisfaction and teamwork are stressed.
6. Contribute to Department, Center, and Office missions and a high-performing culture by taking initiative, focusing on results, communicating, and collaborating effectively, and investing in continuous improvement of self and department.
7. Coordinate effectively with and across services groups and team, both within and outside (i.e. Professional development centers (Program Support, Curriculum and Instruction, Communication and Coordination) center, WIB representatives, and AE program directors) of the agency as required, to oversee assigned activities, determine progress and effectiveness, and to ensure compliance with applicable laws, rules, regulations and policies.

8. Maintain a commitment to equitable services; assure equity and racial equity in access to assigned

programs and services for all adult learners regardless of race, sex, or national origin; and support

linguistic diversity.

9. Meet regularly with supervisor to share information concerning program continuous improvement

planning, performance, and problem resolution.

10. Monitor program performance through a monthly analysis of program data generated from the ACLS

web-based data collection system and provide feedback to the program related to performance

accountability.

11. Participate in the implementation and evaluation of Program Quality Reviews and Site Visits.

12. Perform other functions as required.

13. Prepare and/or oversee the development of written materials such as manuals i.e. request for

responses/proposals, PD liaison job descriptions, guidelines (i.e workplans, mid-year/final reports etc. ),

handbooks, and reports to provide information and provide clarity to federal and state regulations and

policies.

14. Provide leadership and oversight to ACLS committees/workgroups/AE focus groups SABES (etc.), as

needed.

15. Provide technical assistance to assigned AE programs regarding effective program practices in areas

related to the delivery of integrated services to under-educated and limited English proficient adults.

16. Review grant proposals, continuation applications, budgets, and budget amendments to ensure that the

program design and fund use comply with the Massachusetts Adult Education Policies, and State and

Federal requirements.

17. Travel throughout the Commonwealth is required.

18. Oversee and be responsible for high priority projects  
Click or tap here to enter text., which include,

planning, implementation, delivery, collaboration, and all aspects of identified successful project

completion. As project owner ongoing oversight may be required post project completion for long-term

initiatives (i.e.).

19. Lead and support initiatives related to Indicators of Program Quality (i.e. Equitable Access, Advising and

Student Support, and Career Pathways Collaboration etc.), that support outcomes for adult learners in

keeping with the mission, vision, values, and logic model of ACLS.

## **REQUIRED**

1. Ability to communicate, work effectively, and navigate diverse stakeholders across multiple teams

within the context of a state agency.

2. Ability to design/deliver effective training and facilitate meetings.

3. Ability to exercise authority appropriately in the oversight of grants and contracts.

4. Ability to manage multiple programs and tasks and to work independently in a complex work

environment.

5. Ability to practice self-reflection and self-correction to solve problems.

6. Ability to proactively support and uphold the center mission and core values, including con ganas (acting

with purpose); kaizen (continuous improvement), ujima (collaborative teamwork), stewardship, learner-

centered, and equity and racial equity.

7. Ability to proactively support and uphold the team mission and core values (teamwork, excellence,

growth-mindset, integrity, respect, equity, and racial equity).

8. Ability to read and interpret data and other documents such as financial reports, accounts and ledgers,

and the ability to analyze and determine the applicability of financial and education data, to draw

conclusions and make appropriate recommendations.

9. Ability to work individually and in teams to provide quality services.

10. Detail oriented with strong organization skills.

11. Strong capacity to use technology effectively and efficiently for a variety of work task, including the

ability to quickly orient knowledge and skills to utilize new applications and tools, as needed.

12. A strong desire to have collaborative, professional, customer-oriented communication with major work

contacts including but not limited to agency staff, grant applicants, grantees, vendors, contractors,

administrators, educators, parents and families, and staff of other local, state, and federal organizations.

13. Strong computer skills with the ability to use standard office productivity tools such as Microsoft

Outlook, Word, Excel, Access, and PowerPoint.

14. Ability to multi-task, respond to multiple demands, balance competing priorities, and manage time

efficiently.

15. High speed Internet access; and

16. Valid driver's license and/or ability to travel to meetings, professional development opportunities and

other events as identified.

#### **PREFERRED**

1. Ability to negotiate effectively.

2. Ability to work evenings through flex scheduling.

3. Entrepreneurial attitude, interest, and capacity to explore new ideas and opportunities to creatively

solve problems.

4. Excellent writing and editing skills.

5. Knowledge of AE instructional programs and services.

6. Knowledge of the principles of adult learning.

7. Proactively apply relevant digital and technological best practices to own work practices i.e. online

calendars, software productivity tools, webinars, web meetings, etc.

**This position is based in Malden. Staff are currently operating within a hybrid model, telecommuting up to three days per week.**

**Please include a cover letter with your online submission.**

**Questions regarding this posting or the application process should be referred to Maureen O'Brien**  
@[Maureen.T.O'Brien@mass.gov](mailto:Maureen.T.O'Brien@mass.gov)

## **Qualifications**

**First consideration will be given to those applicants that apply within the first 14 days.**

Minimum Entrance Requirements:

applicants must have a Bachelor's degree and at least four years of full-time, or equivalent part-time, professional educational experience in a specific or related content area, educational program/or service;

a Master's degree or higher in a specific or related educational content area may be substituted for two years of the required experience -- 30 semester hours equals one year of experience for substitution purposes.

Education toward a degree in a specific or related educational content area will be prorated on the basis of the proportion of the requirements actually completed.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License or the equivalent from another state may be required.

**Executive Order #595:** As a condition of employment, successful applicants will be required to have received COVID-19 vaccination or an approved exemption as of their start date. Details relating to demonstrating compliance with this requirement will be provided to applicants selected for employment. Applicants who receive an offer of employment who can provide documentation that the vaccine is medically contraindicated or who object to vaccination due to a sincerely held religious belief may make a request for exemption.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**Official Title:** Educational Specialist C (BA)

**Primary Location:** United States-Massachusetts-Malden - 75 Pleasant Street

**Job:** Education

**Agency:** Department of Elementary and Secondary Education

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Dec 16, 2021, 10:05:09 AM

**Number of Openings:** 1

**Salary:** 74,337.38 - 107,695.38 Yearly

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA**

**Coordinator:** Sarah.Harding@mass.gov - 7813386103

**Bargaining Unit:** 10-SEIU Local 509 - Education

**Confidential:** No

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