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| **Assistant Director of Adult Education** |
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| **About Mount Wachusett Community College:**Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond Mount Wachusett Community College is located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.[**http://mwcc.edu/about-mwcc/**](http://mwcc.edu/about-mwcc/)**Job Description:****General Statement of Duties**The Assistant Director of Adult Education provides leadership to the MWCC Adult Education program in support of the goals and objectives set forth by the Director of Adult Education and the Division of Lifelong Learning and Workforce Development. The Assistant Director provides oversight and support to critical functions of the Department of Adult Education such as staff supervision and evaluation, program development activities, day-to-day operations, and reporting requirements. The Assistant Director supports the Director in ensuring the implementation of research-based instructional practices, digital literacy instruction, and workplace readiness activities for all HiSET/GED, ESOL, and College Track courses offered under the Department of Adult Education. The Assistant Director supports the Director ensuring all curricular materials are aligned to the standards set forth by funders and contributes to the educator growth and effectiveness activities within the Department. The Assistant Director supports the Director in preparing and submitting reports to funders and in preparing staff for site visits and program quality reviews conducted by funding agencies.**Responsibilities*** Support the innovative and strategic leadership of the Director for the Department of Adult Education;
* Partners with colleagues of the Department of Adult Education to ensure the effective day-to-day operations of the Department of Adult Education;
* Serves on College, Local, and statewide committees as assigned by the Director of Adult Education;
* Provides educational leadership to education and training activities operated out of the MWCC Adult Education programs, ensuring the alignment of mission between Adult Education programming and Mount Wachusett Community College;
* Supports the Director of Adult Education ensuring the implementation of evidence-based instructional practices in all Adult Education classes including but not limited to the implementation of Evidence Based Reading Instruction (EBRI) in Adult Basic Skills classes as required by WIOA, and the implementation of evidence-based writing practices;
* Supports the implementation of a comprehensive Digital Literacy Development program in adult education classes geared toward increasing the digital literacy and employability of students;
* Supports the implementation of all phases of the educator effectiveness evaluation process required by ACLS, including but not limited to: (1) Self-Assessment (2) Professional Development Planning (3) Classroom Implementation of Learned Strategies (4) Ongoing observation and performance monitoring (5) Reflection;
* Prepares and submits all MCCC required evaluation materials for direct reports belonging to the MCCC;
* Supports the development and implementation of a multi-year strategic plan aligned to the strategic plan of the college and local workforce area;
* Collaborates with internal partners at the college to ensure the integration of Adult Education students into the college community and ensuring access of Adult Education students to the full spectrum of college resources and supports allowable under ACLS and MWCC policy;
* Supports collaboration with external partners to ensure the appropriate service design and delivery for all shared customers seeking multiple services under WIOA;
* Supports the Director in ensuring compliance with all local, state, and federal policy associated with the effective operation and delivery of Title II programming under WIOA;
* Introduces new technology to develop, implement, and monitor new processes and procedures within all Adult Education classes to improve the effectiveness and outcomes of all programs;
* Provides ongoing guidance and technical assistance and support to all staff;
* Supports the Director in the preparation and submission of reports to funders as needed;
* Monitors reports and accuracy of data input into statewide Adult Education database (LACES), and college database (Banner).

 **Requirements:****MINIMUM QUALIFICATIONS:*** Bachelor's Degree In Education, Public Administration or related area;
* 3-5 years experience administering state and/or federally funded adult education and training programs or appropriate combination of education and experience;
* Excellent organizational skills, Excellent oral and written communication skills.

**PREFERRED QUALIFICATIONS:*** Master's Degree in Education, Public Administration or related area;
* Previous experience in Massachusetts Adult Education system;
* Previous experience with LACES data management system;
* Knowledge of Google Workspace for Education applications and MS Office 365;
* Background in an alternative education/higher education setting.

**Equivalency Statement**Applicants who do not meet the qualifications as stated above are encouraged to put in writing precisely how their background and experience have prepared them with the equivalent combination of education, training and experience required for the responsibilities of this position.**Additional Information:**Salary: $58,000.00 - $62,000.00Employee Status: Full Time Grant FundedBenefits: YesHours per Week: 37.5  \*Potential for Hybrid/Remote work with onsite work pending business needs.Number of Weeks: 52*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran 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 and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.***Application Instructions:**Candidates for employment should be aware that all Community College students, faculty and staff are required to be fully vaccinated by January 2022. Accordingly, initial employment is dependent upon receipt and verification of full vaccination status records; details of how to fulfill vaccine record verification requirements will be provided during the hire and onboarding process. Face coverings are required while indoors on campus. For addition information on COVID19, please visit:[**https://mwcc.edu/covid/**](https://mwcc.edu/covid/)Potential for Hybrid/Remote work with onsite work pending business needs.The following documents are required:1. Resume2. Cover Letter*Anticipated Effective Date: May 2022**Applications accepted up to and including April 28, 2022**Applications received after April 28, 2022 MAY be considered until the position is filled.**Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).* |