



Assistant Director of the Adult Education Center of CCCC

GENERAL STATEMENT OF RESPONSIBILITIES:

The Assistant Director is responsible for developing, administering, recording, and reporting assessment outcomes to the teachers and Center Director, facilitating the use of assessment results to target instruction and intervention. This full-time, grant-funded position will involve working closely with the AEC Director, Program Data Coordinator and Support Staff to develop and execute an annual plan of assessments for adult students in the Adult Basic Education (ABE) and English Speakers of Other Languages (ESOL) programs. The Assistant Director will develop timelines and update detailed records of teacher training to administer assessments that include, but are not limited to:

- MAPT test for Adult Basic Education Students (2-3 times annually)
- TABE Reading and Writing tests for Level 3, 4, 5 ESOL students (2-3 times annually)
- Best Plus Listening and Speaking tests for Level 1 and Level 2 ESOL students (2-3 times annually)
- ESOL Placement Test (2-3 times annually)
- ABE Placement Test (6-8 times annually)

This position will also manage several staff, and will require some evening hours. The 2021-2022 academic year is currently a combination of remote and face-to-face classes. The staff currently works face-to-face in the office. The Assistant Director will be required to pivot to remote work if/when necessary.

EXAMPLES OF DUTIES:

1. Develop detailed academic year Assessment Timeline for all assessments listed above with input from the AEC Director..
2. Complete online or F2F training for all Assessments listed above (MAPT, TABE Reading, TABE Writing, and Best Plus) within sixty (60) days of hire.
3. Complete online training for DESE/ACLS LACES database to gain proficiency in designing and running database reports within 60 days.
4. Plan, organize and disseminate monthly test schedule, directions, and materials per Assessment Timeline.
5. Notify Teachers and Advisors two weeks before Assessments will be given;
6. Accurately record all assessments outcomes (scores). Produce and share printed versions of class test outcomes with each teacher.
7. Produce monthly reports of assessment outcomes for AEC Director.
8. Develop timeline and update detailed records of teacher training for the tests listed above.
9. Schedule, execute, analyze, and report outcomes from student, teacher, and/or staff surveys given approximately two times a year.
10. Coordinate the completion of Student Intake forms.
11. Manage Volunteer Program and Outstationing Advisor.
12. Manage Program Advisors (five)
13. Coordinate the annual May/June ABE graduation ceremony committee (for approx. 50-90 graduates).
14. Plan, create, and manage content for the Adult Education center of CCCC social media: web page, Instagram, Constant Contact, etc.
15. Participate as a member of the annual Adult Education Center Continuous Improvement Committee.
16. Required to work two nights a week.
17. Other duties as assigned.



Requirements:

MINIMUM QUALIFICATIONS:

1. Master's degree from accredited college or university.
2. Five years' experience that includes any combination of teaching and/or administrative work, including communication with a broad constituency including adult students.
3. Demonstrated knowledge and experience with types and purposes of assessment, and analysis/use of assessment data statistics.
4. Working knowledge of planning, executing, and monitoring multiple assessment processes.
5. Superior organizational and problem-solving skills.
6. Experience and understanding of best practices in assessment for teaching and learning.
7. Strong communication and presentation skills.
8. Excellent computer skills, including Microsoft Office Suite, Zoom, databases, and data reporting.

ADDITIONAL PREFERRED QUALIFICATIONS:

Equivalency Statement

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

Additional Information:

COMPENSATION: \$58,000 - \$60,500, dependent upon qualifications. Full-time, Non-unit professional position including participation in comprehensive employee benefits program. Grant-funded position.

APPLICATION DEADLINE: July 4, 2022

Please visit our website at www.capecod.edu for information on Cape Cod Community College.

COVID VACCINATION REQUIREMENT: *Candidates for employment should be aware that all Cape Cod Community College students, faculty, and staff must comply with the Massachusetts state two-year public college vaccination policy as a condition of employment. Please see College website for details.*

Full Job Description and link to application may be found [here](#)