

WEBSTER PUBLIC SCHOOLS

Webster Adult Basic Education *Linkages*

JOB DESCRIPTION

FY'22 Assistant Director for Curriculum and Instruction

REPORTS TO: Director of Operations/IET Project Coordinator for
Adult Basic Education *Linkages*

QUALIFICATIONS:

- a. Bachelor's Degree in Education required; Master's Degree in Education, Administration, or Related Field preferred
- b. Minimum of three years of experience in education preferred
- c. Computer/technology proficiency required (Google Suite, Windows, mobile applications)
- d. 3-5 years Adult Education experience preferred
- e. Supervisory experience required
- f. Experience working with a diverse adult population (ages 16+) with complex socio-economic needs
- g. Strong communication, interpersonal, organizational and management skills
- h. Ability to multi-task in a fast-paced environment

POSITION SUMMARY: The Assistant Director for Curriculum and Instruction for the Webster Adult Basic Education *Linkages* program will provide effective educational leadership by creating and sustaining the conditions that enable powerful teaching and learning to occur. The Assistant Director for Curriculum and Instruction will do so by guiding, planning, implementing, and evaluating assigned components of the Webster Adult Basic Education *Linkages* program using the Massachusetts Adult Basic Education Indicators of Program Quality (IPQ's) as a guide. The ultimate goal of all operational and educational leadership activities will be to improve learning for all learners enrolled in the program. The Assistant Director for Curriculum and Instruction will have primary responsibility for Program Design in full collaboration with the Director of Operations/ IET Project Coordinator, Curriculum and Instruction, Student Progress, Educational Leadership, and Professional Culture. The remaining responsibilities will be the primary responsibility of the Director of Operations/ IET Project Coordinator. The Director of Operations/IET Project Coordinator and the Assistant Director for Curriculum and Instruction will collaborate to be knowledgeable about and to implement all of the responsibilities listed.

RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- a. **Program Design** - Regularly and effectively design, maintain, and review program design elements for the Adult Basic Education, English for Speakers of Other Languages, and the Integrated Education and Training (IET) Advanced Manufacturing programs. Program design will align with articulated funding proposals and with the program mission.

Key activities: Align program design to program mission, provide appropriate continuum of instructional services, provide appropriate intensity and duration of services, create and evaluate processes that impact enrollment and retention including outreach, address the unique needs of subpopulations, and ensure smooth transition to education, training, and employment leading to family-sustaining wages for all students.

- b. **Access and Equity** - Provide access and equity to all by being responsive to regional needs, serving students most in need of service, and ensuring that reasonable accommodations are made for students with self-disclosed disabilities.

Key activities: Create and manage an effective intake and orientation process that prioritizes students who face one or more barriers to employment, create and maintain systems that promote confidentiality for all staff and students especially with respect to mandated reporting, and oversee and maintain systems that ensure reasonable accommodations for students with self-disclosed disabilities.

- c. **Career Pathways Collaboration** - Collaborate with local education and workforce partners to create a seamless system that results in increased options for students in postsecondary education, training, and employment and is aligned with the regional employment needs as identified in the local plan.

Key activities: Build, maintain, and evaluate Director and Advisor relationships with local education and workforce development organizations such as the Central Massachusetts WIOA Partners, Quinsigamond Community College, and Bay Path Vocational Technical High School, prioritize shared customers in program enrollment, and create and maintain systems that jointly advance students to their next steps with regard to education, training, and employment leading to self-sustaining wages. Ensure that teachers are aware of student career pathways and consistently connect them to classroom instruction.

- d. **Curriculum and Instruction** - Ensure that the program delivers high quality standards-based instruction, based on rigorous research, evidence-based practices, and high expectations for all students. Digital literacy instruction and formative and summative assessments will be included in program curriculum and instruction to reach these outcomes.

Key activities: Create, maintain, and evaluate documented, standards-based curriculum. Create, maintain, and evaluate an instructional system designed to ensure that teachers consistently model and provide scaffolds, provide differentiated instruction based on student's level of proficiency and learning needs, use frequent assessments to gauge student understanding and to modify instruction, provide frequent feedback, and use techniques that promote student engagement.

- e. **Student Progress** - Effectively create a system of teaching, evaluation, and data analysis to ensure that the program meets or exceeds its state-assigned Measurable Skill Gain (MSG) targets for educational functioning level completion, high school equivalency credential, and enrollment in postsecondary education and training annually.

Key activities: Create, maintain, and evaluate a system of data analysis that routinely reviews student progress as outlined above. Ensure the completion and review of follow-up activities for all post-exit student outcomes.

- f. **Advising and Support Services** - Work with advising staff to ensure effective and equitable delivery of advising and support services that includes assisting students with active pursuit of postsecondary education, training, and employment, addresses barriers to participation, and works collaboratively to create a culture of student self-efficacy and persistence.

Key activities: Create, maintain, and evaluate a system of advising that supports all students in the activities listed above.

- g. **Organizational Support** - Work together with Webster Public Schools staff and program leadership to build capacity of all staff members and to provide quality working conditions.

Key activities: Maintain safe and accessible environments at all times in all locations, create a plan that compensates staff for professional development, meetings, and instructional preparation time, minimize staff turnover, provide opportunities for career advancement, provide thorough orientation and support for all new staff, and provide quality resources for both staff and students.

- h. **Educational Leadership** - Ensure that the vision for academic success is shared by staff and students and that the program engages in a continuous improvement planning process that focuses on improving student outcomes.

Key activities: Regularly and effectively provide supervision and an annual evaluation for all staff, ensure that professional development is aligned with individual and program needs as well as student outcome data, collect, analyze, and use program and regional data to inform planning, and create and maintain a continuous improvement process that includes feedback from staff and key stakeholders.

- i. **Professional Culture** - Create a culture that builds expertise and experience of all staff.

Key activities: Set high expectations for all staff, provide quality resources, and provide equitable access to paid high quality professional development. Create and maintain a system that aligns program and staff development activities with staff goals.

- j. **Fiscal and Data Accountability** - Ensure a stable financial condition. Create and evaluate a system of collecting, analyzing, and reporting data.

Key activities: Create and maintain a system that is designed to review grant funds in order to verify that these funds are expended in compliance with state and federal requirements and are used for their intended purpose, that maintains the required match commitment, and that ensures that the Webster Public Schools annually certifies its tax and regulatory filings and produces an independent audit report. Develop an annual budget that supports the grant approved services. Create and evaluate a plan to record, maintain, and report accurate program and student data in a consistent and timely manner through the state’s data management and accountability system.

TYPE OF ACTIVITY	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
Sitting			X	
Standing			X	
Walking			X	
Bending		X		
Climbing		X		
Crawling		X		
Lifting		X		
Carrying		X		
Pulling / Pushing		X		

School Committee Approved:

Date: _____