



HOLYOKE COMMUNITY COLLEGE
invites applications for the position of:

Director of Adult Basic Education/Transition to College and Careers

SALARY:	\$78,669.08 - \$85,153.88 Annually
DIVISION:	Business & Community Services
DEPARTMENT:	Adult Basic Education/ESOL
OPENING DATE:	05/09/22
CLOSING DATE:	06/03/22 11:59 PM
THE POSITION:	

HCC is seeking a dynamic education leader to align Adult Education (High School Equivalency), Transition to College, and new programming to facilitate and accelerate High School Equivalency and degree attainment, and advancement along a career and education pathways. We are looking for a passionate, data-driven leader who can lead multiple teams toward continuous improvement to serve the needs of adult learners in the Greater Holyoke area.

Overview

Oversees HCC's adult basic education offerings, including Transition to College and Careers (TCC), Adult Learning Center (ALC), the Juntos Collaborative of adult education providers, and development of new programs. Supervises staff of nine or more part-time instructors and advisors, manages multiple budgets, assesses and ensures quality of instruction and student experience and provides educational leadership for these programs. Advances College initiatives that benefit adult learners through participation in college service, and contributes to overall strategic thinking about how the College can best serve adult learners. Develops plan for sustainable program growth, including research and writing grants for new programming. Works closely with all staff and partner programs to ensure student success.

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HCC Adult Learning Center (ALC)

- Provides educational leadership to the HCC Adult Learning Center, leads team in continuous improvement to best serve the needs of adult learners in an evening High School Equivalency program.
- Hires, trains and supervises Holyoke Adult Learning Center (ALC) staff, including instructors, advisor and ALC Coordinator.
- Conducts classroom observations and provides written and oral feedback to teachers and program staff.
- Develops program budget and monitors program expenditures.
- Monitors enrollment, attendance and measurable skills gains data.

Transition to College & Careers (TCC)

- Manages activities of the ABE Transition to College & Careers Program.

- Supervises intake and assessment process two semesters per year for two student cohorts, day and evening TCC classes.
- Oversees statistical tracking system for present and former ABE TCC students in order to ensure and document student success.
- Supervises staff in data entry, tracking and follow up.
- Supervises career advising.
- Recruits, trains and supervises former ABE TCC and other students as mentors and tutors.
- Implements outreach and recruitment strategy for day and evening cohorts.
- Supervises TCC staff, including instructors and advisors.
- Contracts with regular and adjunct faculty to teach TCC courses.
- Partners with Gateway program to expand course offerings and increase cost effectiveness.
- Works closely with other College programs, including but not limited to Admissions, THRIVE, New Directions, etc. to promote student success.
- Maintains records, provides program reports, and oversees program expenditures.
- Serves as Cost Center Director for TCC program.

Juntos Collaborative

- Oversees the general direction of the Juntos Collaborative, provides technical assistance on budgets, class plans and data management to Juntos partners, plans and facilitates monthly Juntos Director meetings.
- Plans special events such as Juntos end-of-year closeout, annual retreat, Executive Summit, and Juntos-wide professional development.
- Prepares continuation applications and annual budgets.
- Manages lead agency and subawardee budgets, including invoices and expenditures.
- Maintains shared Juntos data.
- Coordinates and submits LACES Desk Reviews to the MA Department of Elementary and Secondary Education five times per year.
- Serves as the Cost Center Director for ALC and Juntos programs.

QUALIFICATIONS:

REQUIRED:

- Master's Degree in Education or related field;
- Four years' experience in ABE, ESOL, Transition to College, or higher education programming and budget management;
- Experience developing, implementing and managing community programming;
- Demonstrated knowledge of Adult Basic Education and higher education systems and best practices for successful transitioning of students into college and careers;
- Demonstrated ability to collaborate and work effectively with for-profit and not-for-profit organizations and agencies;
- Superior interpersonal and decision-making skills and oral and written expression;
- Evidence of the ability to develop financial sustainability;
- Experience working effectively with a diverse faculty, staff, and student body;
- Demonstrated computer skills for an office environment, and ability to use technology to manage and analyze data to improve program performance and student success.

EQUIVALENCY STATEMENT: Applicants who do not meet the qualifications as stated above are encouraged to put into writing precisely how their background and experience have prepared them for the responsibilities of this position.

PREFERRED:

- Bilingual in English and another language (Spanish preferred);
- Prior experience with Massachusetts DESE-funded Adult Education programming.

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Full-time, Non-Unit Professional position**Salary Range:** \$78,669.08 - \$85,153.88/year, plus a comprehensive State benefits package**Hours:** 37.5/week**Funding Source:** State

****Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated by the time of hire. 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.

- All candidates must have legal authorization to work in the United States. HCC is not sponsoring H1B Visa.

- Pre-Employment Background check, including Criminal History will be conducted for all positions.

Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hcc.edu>

303 Homestead Ave.
Holyoke, MA 01040
(413) 552-2554

humanres@hcc.edu

Position #NUP-22-199
DIRECTOR OF ADULT BASIC
EDUCATION/TRANSITION TO COLLEGE AND
CAREERS
SW

Director of Adult Basic Education/Transition to College and Careers Supplemental Questionnaire

- * 1. Do you have at least a Master's degree in Education or related field?
 Yes No
- * 2. How many year's of related experience do you have in ABE, ESOL, Transition to College, or higher education programming and budget management?
 3 years less than 4
 4 years less than 5
 5 years less than 6
 6 years less than 7 years
 7 or more
 None of the Above
- * 3. Do you have experience developing, implementing and managing community programming?

Yes No

* 4. Have you demonstrated knowledge of Adult Basic Education and higher education systems and best practices for successful transitioning of students into college and careers?

Yes No

* Required Question