**Notre Dame Education Center - Lawrence**

***A Bridge of Hope*...for Adult Learning**

**Our Mission**

The Notre Dame Education Center-Lawrence (NDEC-L) is a community of learning where low-income adults are empowered to improve and enrich their lives and the lives of their families in an environment that is welcoming, respectful and dignified. Through access to quality direct services, collaboration and advocacy for positive change, NDEC-L provides goal-oriented education, skills training, language and literacy development, enrichment opportunities and support services. NDEC-L assists and supports adult learners to achieve their next steps and reach their full potential as productive, contributing workers in the community and in society. *(Approved by the Board of Directors on 3-6-2017)*

**ROLE DESCRIPTION – EXECUTIVE DIRECTOR**

**Position Summary**

Established in 1996, Notre Dame Education Center-Lawrence (NDEC-L) is sponsored by the Sisters of Notre Dame de Namur (SND) and is located in Lawrence, Massachusetts. It is a community-based adult education center principally providing classes in English to Speakers of Other Languages (ESOL), Certified Nursing Assistant (CNA)/Home Health Aide (HHA) training, and citizenship preparation. As a community of learners, the staff and students generate a spirit of welcome and respect for the life and dignity of one another. The Executive Director reports to the Board of Directors. The Board enables NDEC-L to fulfill its mission through its offerings to the community, creating appropriate policies which are to be carried out and to assure NDEC-L’s fiscal stability. The Executive Director is responsible for the overall coordination, administration and educational leadership of the adult education programs. The Executive Director will oversee the hiring, training and supervision of staff. The Executive Director will work collaboratively with staff members in developing curriculum, creating unified assessment procedures and evaluations. The Executive Director is responsible for overseeing writing grants, scheduling, payroll, monitoring the budget and statistical reports.

**Essential Duties and Responsibilities**

**Oversight, Planning, Reporting**

* Timely and accurate reporting to funders including MA Department of Elementary and Secondary Education (DESE), private companies and foundations, workforce development networks (i.e., Mass Hire Merrimack Valley Career Center, SNAP-ET, Mass Hire/Merrimack Valley Work Force Investment Board (MH/MVWIB), the Department of Public Health, and others)
* Ensure that appropriate staff and volunteers are engaged to assist in the delivery of the education programs and that the staff are properly trained and motivated to perform at high levels of achievement
* Develop and implement an organizational plan that facilitates the work of the staff in fulfilling the NDEC-L’s mission

**Fund-raising and Development**

* Oversee and work with the grant writer consultant’s research and applying for grants through government agencies, foundations and other sources of income
* Collaborate with the board of directors to plan and implement effective development program(s) and staffing for the successful implementation of NDEC-L’s mission
* Recommend fund raising events to the board of directors
* Develop and implement profit producing programs that will raise funds to contribute to the meeting of the primary mission
* Maintain effective public and community relations to aid in the fund-raising effort, as well as the general education about NDEC-L’s activities
* Maintain excellent relations with DESE, MH/MVWIB, other collaborations and industry sponsors meeting all of their requirements so that the center continues to earn “exemplary” ratings and continued maximum funding
* Ensure that all the requirements of all grants secured are met and that reports back to Grantors are timely and accurate

**Administration and Planning**

* Provide for the effective administration of the center
* Oversee human resources including adequate position definitions, compensation, and employee communication
* Oversee effective accounting, financial control, reporting and budgeting system
* Provide for adequate facility management and ensure that all safety requirements are met
* Execute contracts on behalf of NDEC-L
* Coordinates with Board on strategic planning and implementation of the plan
* Provide regular report to the board on implementation of the strategic plan

**Board Communications**

* Keep Board of Directors informed of all-important matters affecting NDEC-L on a timely basis
* Provide regular reports to the board and to the finance, development and academic affairs committees
* Ensure that individuals (suggested by the board) who can make important contributions to the success of the center are recruited as members of the Board
* Motivate the Board to contribute to the center’s success

**Community Collaborations**

* Work with the Lawrence Adult Education (AE) directors on community planning
* Provide leadership for Lawrence Community Pathways and participate in Learn English in Lawrence Network (mayor’s task force)
* Oversee ad hoc projects with Community InRoads as needed
* Workcollaboratively with Healthcare Workers Union (SEIU1199) and other relevant community groups as needed

**Accountability**

* Annual review by board of directors
* Report to Board of Directors at regular meetings
* Report to SND Corporation members at annual meeting

**Specific Duties**

* Hire and oversee staff supervision
* Work closely with Program Manager, Volunteer Coordinator, Technology Consultant, ADA Coordinator, and Business Manager in planning programs, staff development and program development
* Work closely with staff in the annual evaluation of all programs
* Coordinate program marketing including publicity and recruitment efforts
* Oversee DESE data entry into LACES
* Initial time sheets, oversee payroll expenditures and track all grant expenditure; prepare budgets
* Work closely with NDEC Board members
* Maintain and work closely with the Student Advisory Board
* Oversee the development of all reports for DESE
* Attend all DESE-related meetings
* Coordinate pre-service and in-service training of staff
* Work with staff to select and develop appropriate materials for class use and educational technology
* Align curriculum with ESOL MA English Language Proficiency Standards (ELPS)
* Utilize data to inform strategic and program planning for all programs
* Facilitate effective staff development and program activities
* Work with the Academic and Career Coach, the ESOL teachers, and the Nurse Assistant and Home Health Aide Instructorsin monitoring student progress

**The successful candidate will have the following experience and qualifications:**

Given the mission of the NDEC-L, the Executive Director must be able to identify with and be a “believer” in that mission. In that regard, it is vital that the Executive Director be a “prime mover,” astrong motivator of both staff and students, and be a strong advocate for the multi-ethnic population at the center. In addition, the Executive Director should be a skilled and experienced education administrator with at least a bachelor’s degree.