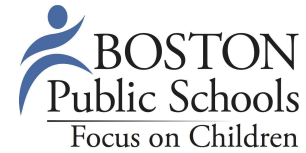




**BPS ADULT EDUCATION**

**Department of Adult Education**  
Kristen D'Avolio, Senior Director

55 Malcolm X Boulevard  
Roxbury, Massachusetts 02120



[kdavolio@bostonpublicschools.org](mailto:kdavolio@bostonpublicschools.org)  
617-635-9300 fax: 617-635-9045

## **LACES Specialist: Part-time Contract Position**

The mission of the Boston Public Schools Department of Adult Education is to provide a variety of high-quality educational services to BPS parents and Boston residents in order to improve their educational, political, and economic status. The Boston Public Schools Department of Adult Education serves adult students who want to learn English, improve their academic skills and/or graduate from high school. The department operates a day and evening program. Priority is given to parents of school-age children in order to empower them to become advocates for their families and to become more involved in their children's education.

We are looking for a staff member to join our energetic team to serve as LACES Specialist for our day and evening programs. The primary role of this person is to utilize the LACES data management system to support accurate grantee reporting. The ideal candidate has a minimum of 18 months working with LACES. The position allows for a flexible schedule and remote work hours. This is a temporary position from November 15 to June 30, 2021. If funding is secured, this position may be continued and expanded into the next academic year.

### **Responsibilities**

- Prepare, enter and maintain computerized program data and accountability systems for district, state and federal funding purposes.
- Gather and enter all information that is essential to student information and record keeping, including but not limited to attendance, enrollment and withdrawal records, class schedules, class rosters, standardized test scores, job placement, post secondary acceptance, etc.
- Assist with evaluating and monitoring program data.
- Generate student class schedules from the database.
- Prepare attendance verification for partnering agencies.
- Prepare reports for DESE required Desk Reviews.
- Monitor students post graduate job placement, military enlistment, and college training enrollment to maintain an accurate data system.
- Other duties as assigned by the supervisor.





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### Requirements

1. Bachelor's degree in related field with two years of office/clerical experience that provides the required knowledge, skills and abilities.
2. Must have strong computer skills and be able to type accurately
3. Must be detail oriented, multi-tasker with strong customer service skills.
4. Trained in the LACES database.

Please submit all inquiries and applications to Kristen D'Avolio at [kdavolio@bostonpublicschools.org](mailto:kdavolio@bostonpublicschools.org).

