

**Posting #NB-22-73 - PLEASE POST – October 27, 2021**

**POSITION:** **Adult Learning Center Coordinator – Business & Community Services/ABE**  
Part-time, non-benefited MCCC unit position

**Anticipated Start Date:** Jan. 3, 2022

**COMPENSATION:** **Salary:** \$30.03/hour  
**Hours:** 18.5 hrs/week for 26 weeks (January through June, 2022)  
**Funding Source:** Grant (renewable through FY23)

**GENERAL SUMMARY:** The Special Programs Coordinator is responsible for providing a broad range of services to support adult learners seeking their high school equivalency, furthering their education and advancing in their careers. In coordination with the Program Director and Program Advisor, provides academic and wrap-around support services to students in the program.

- EXAMPLES OF DUTIES:**
- I. Coordinates HCC Adult Learning Center - a comprehensive Adult Basic Education and HiSET preparation program that runs evening classes Mon. Tues. & Thurs., 5:30-8:15pm, September-June.
    - A. Coordinates ten classes per session – three sessions per year. Serves over 70 students per year.
    - B. Ensures compliance with DESE Program Guidelines, and to maximize College and Career outcomes.
    - C. Ensures timely and accurate entry of confidential data into LACES system.
    - D. Monitors data in LACES and shares with staff in order to ensure program meets DESE Performance Standards.
    - E. Works with Educational and Career Advisor to ensure that students with disabilities are referred to Office of Student with Disabilities/Deaf Services, Massachusetts Rehabilitation Commission, or other services.
    - F. Ensures program is in compliance with WIOA guidelines.
    - G. Coordinates pre and post MAPT testing schedule, assigns teachers to test, and tracks progress toward 80% requirement.
  - II. Teaches one ABE subject area (Math, ELA, Science, or Social Studies), at least 3 hours per week instruction, 1.5 hours prep, in accordance with MA Department of Elementary and Secondary Education Guidelines for Effective Adult Education.
  - III. Operations:
    - A. Coordinates daily operations, coordinates work of team.
    - B. Meets regularly with instructors to discuss classroom and behavior management challenges, adult student progress, and teaching strategies.
    - C. Sets agenda for and facilitates a weekly staff meeting.
    - D. Coordinates professional development for HCC/ALC staff in alignment with Juntos goals and HCC strategic plan. Develop annual continuous improvement plan.
  - IV. Curriculum Development:
    - A. Meets with staff to coordinate curriculum across levels.
    - B. Ensures alignment of curriculum with DESE Curriculum Frameworks for content areas, and College and Career Readiness Standards
    - C. Designs the process and standards for student advancement between levels.
    - D. Develops and administers policies and procedures for student attendance and participation.

- E. Oversee development of curriculum scope and sequence for all levels.
  - F. Works with teachers to incorporate Evidence-Based Reading Instruction, culturally relevant pedagogy, and trauma-informed practices across the curriculum.
- VI. College and Career:
- A. Works with Career and Educational Advisor and HCC staff to develop comprehensive pipeline from HiSET to ABE Transition to College and Careers and College, or to training and/or employment, based on students' goals and long-term Educational and Career Plan.
  - B. Leads Next Step team to meet and advise students before and after the HiSET/GED tests and support options to enter workforce, college and training programs.

**REQUIRED QUALIFICATIONS:** Bachelor's degree in Education, Social Science, or related field; minimum of three years' experience working in an educational or social service environment with adult learners from low-income and culturally diverse populations; knowledge of HiSET/GED tests; database management experience; knowledge of community resources; strong written and interpersonal communication skills; ability to work independently and as a team member; proficiency in computer applications such as Google docs, MS Office, and Excel; ability to work effectively with a diverse faculty, staff and student body.

**PREFERRED QUALIFICATIONS:** Bilingual (English/Spanish)

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

**\*\*Please Note:** Candidates for employment should be aware that all Holyoke Community College students, faculty, and staff must be fully vaccinated **by January, 2022**. 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 committed to excellence and opportunity through diversity in education and employment. Holyoke Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin, in its education programs or employment.*

**TO APPLY:** Applicants interested in applying **MUST** submit the following documents online to: [www.hcc.edu](http://www.hcc.edu)

Resume, Cover Letter and List of 3 Professional References with names, e-mail addresses, and phone numbers.

**DEADLINE:** Screening will begin with applications received by **November 10, 2021**. Additional applications may be considered until position is filled.

**\*\*\*An Equal Opportunity/Affirmative Action Employer\*\*\***

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ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES