



We are looking for a Part-time ABE Assessments Coordinator!

Who we are:

The Community Learning Center (CLC) empowers a diverse community of adult learners to transform their lives and realize their potential through education, skills development, and community participation. Students are predominantly low-income Cambridge residents; come from a variety of ethnic, linguistic and racial backgrounds; and are currently enrolled in English or Adult Basic Education or training. [Watch this video to learn more about us!](#)

We are looking for someone who will...

- Manage assessment administration, scoring, and data for MAPT and TABE L
- Analyze trends in student performance
- Work as a team to ensure program staff and learners understand and comply with DESE Assessment policies
- A commitment to racial equity and a desire to understand and interrupt systemic racism and other forms of oppression

The ideal candidate has many, though perhaps not all, of the following:

- Knowledge of standardized assessments
- Competence with spreadsheets and database management tools
- Keen attention to detail, timelines, and deadlines
- Clear and inclusive communication
- Willingness to learn new tools
- DESE certification to administer required assessments – MAPT and TABE-L

Compensation: Pay rate is \$29.33/hour for approximately 3-5 hours per week from September through June; Includes occasional evening work on Tuesdays or Thursdays

Interested but not sure if you are right for the job? Please reach out to **Karen** or **John** (see below)

How to join our team:

Please submit your resume and letter of interest via email to: Karen Fortoul (kfortoul@cambridgema.gov) *and* John Galli (jgalli@cambridgema.gov).

