



ABE/EABE/ESOL Program Director

About Quincy College:

Founded in 1958, Quincy College is a two-year, municipally affiliated college serving approximately 4,000 students at campuses located in Quincy and Plymouth, Massachusetts.

Quincy College Mission Statement

Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

Job Description:

GENERAL DESCRIPTION

The Workforce Development department is seeking qualified, ABE/ESOL Program Director that is responsible for the overall coordination, administration, and educational leadership of the Adult Basic Education Program. This is a full time, grant-funded position. Duties include the following: oversee and training of all DESE funded staff, facilitate curriculum development to ensure it is aligned with the DESE ESOL Oversee and lead activities related to curriculum frameworks and the college and career readiness standards for ABE, oversee required assessment. Requires collaboration and implementation skills related to professional development services. administrations, coordinate, and communicate with all partners.

RESPONSIBILITIES: ABE/ESOL Program Director

- Supervise and manage ABE/ESOL instructors and administrative staff.
- Facilitate monthly program management meetings for staff and faculty.
- Facilitate monthly curriculum and assessment meetings for faculty.
- Conduct classroom observation of ESOL/ABE faculty fall and spring semesters.
- Oversee and lead all required DESE assessment testing.
- Work with staff and faculty to develop yearly professional development goals.
- Coordinate community planning activities with all program sites.
- Coordinate the hiring, training, and professional development activities of staff and faculty.
- Work with the grant department, budget amendments and reports for DESE.
- Monitor grant expenditures at all program sites.
- Monitor LACES data collection and entry.
- Attend all mandatory DESE meetings.
- Attend professional development workshops and conferences.
- Expect to meet all required DESE professional development hours outlined in individual professional development plan.
- Monitor the training system to ensure students are meeting regulatory compliance requirements and model fidelity.

- Coordinate online/hybrid classes.
- Responsible for assisting with designing and creating instructional materials and evaluation instruments which measure the effectiveness of teaching and program completion.
- Establishes and maintains communication channels with other ABE/ESOL providers across MA, in order to promote and enhance Quincy College program.
- Establish and maintain relationships and communication with local partner agencies and work collaboratively in a structured and on-going manner.
- Collaborates with appropriate college offices to make sure course enrollment student files and reporting systems, tracks students' academic progress.
- Required to complete 15 hours DESE new director training.

Requirements:

- Masters' Degree in Education preferred.
- Experience in administration of adult education programs.
- Experience working and teaching adult learners and diverse populations.
- Experience in curriculum development and assessment.
- Experience in grant writing.
- Experience in budget development and management.
- Excellent organizational skills.
- Excellent computer skills.
- Excellent oral and written communication skills.
- Experience in using technology in the classroom. Experience in instructional design a plus.
- Ability to adapt teaching styles and materials to meet individual needs of students.

Additional Information: Participate in mandatory training/coursework; including but not limited to:

Title IX and Sexual Misconduct
 Sexual Harassment and Non-Discrimination
 Security Policy and Notification of Security Reporting
 FERPA
 Municipal Ethics Law Assignment

Travel for both Quincy and Plymouth Campus as well as other local travel may be required.

Additional Information:

EEO Statement:

Quincy College is an equal opportunity employer committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Quincy College is committed to achieving a diverse workforce and complies with all Federal and Massachusetts State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Application Instructions:

<https://quincy.interviewexchange.com/jobofferdetails.jsp?JOBID=152486>

Please submit the following documents online:

- Resume
- Cover Letter