



Cape Cod Community College - Director, Adult Education Program

Category: Administrative
Positions 

Department: Division of Arts & Humanities and Adult Education Center of

Locations: West Barnstable, MA

Posted: Apr 29, 2022

Closes: May 22, 2022 - 11:59 PM EDT

Type: Full-time

Position ID: 146986

   

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Job Description:

GENERAL STATEMENT OF RESPONSIBILITIES:

The Director manages all academic activities of the Adult Basic Education (ABE) Program located at the Cape Cod Community College Hyannis Center's Adult Education Center, which annually serves up to 300 adult students from the Cape Cod community by providing educational pathways to career and higher education opportunities through its High School Equivalency and/or ESOL (English for Speakers of Other Languages) programs. The Director is responsible for providing educational leadership to ensure a standards-based, high-quality curriculum and that instruction and assessment are provided to prepare students for college and career readiness. The Director has an active role in overseeing the planning and coordination of all program components, implementing program objectives, and acting as liaison with other College departments, outside agencies and service providers to further assure program quality. Since 1992, this position has been subject to the availability of grant funds.

EXAMPLES OF DUTIES:

1. Develop, monitor, and manage all Department of Elementary and Post-Secondary Education (DESE) funded grants and annual budgets awarded to the Adult Education Center of CCCC at the Hyannis Center, in collaboration with appropriate CCCC staff at the main campus.
2. Write and implement RFPs every four years, along with a budget every year to carry out the annual goals of the RFP, to provide detail and ensure compliance with payroll, supplies, enrollment, student attendance, and other funder related requirements. Create timely reports and submit required program grant materials to DESE and/or College administration.
3. Provide fiscal oversight and ensure that expenditures are allowable and appropriate and that allocated funds are available throughout the fiscal year in collaboration with the CCCC Grant Director and Grant Accountant.
4. Hire, supervise, and evaluate approximately 30 qualified and experienced administrative, teaching, and advising staff who meet professional standards in their areas of hire, including annual classroom observation, and provide written feedback and follow up, consistent with collective bargaining agreement. Foster collegial relationships in a collaborative team setting.
5. Promote and maintain Adult Education policies in conjunction with DESE grant requirements, College policies, and the collective MCCC and AFSCME bargaining agreements.
6. Monitor the annual development of curriculum that is aligned with the standards and benchmarks in the Massachusetts College and Career Readiness Standards for Adult Education (CCRAE) for Mathematics and Language Arts with High School Equivalency students, and the Massachusetts English Language Proficiency Standards for Adult Education (MA ELPS) with English for Speakers of Other Languages (ESOL) students, in compliance with the CALC, PACT, Adult Career Pathways Grants, and MassStep skills training and education grants.
7. Ensure that all curriculum incorporates student goals, is responsive to measurable assessments, monitors student progress, has context related to real-life issues of interest and concern to students, and is designed to move students toward their next instructional level, career and/or college pathway.
8. Monitor the quality of lesson plans and ensure that all teachers use the prescribed curriculum, and that current and appropriate digital learning technologies are incorporated into curriculum and instruction.
9. Engage in local collaborations and partnerships to enlist community resources to support students' progression to post-secondary education, job training and/or employment leading to family sustaining wages.
10. Maintain and foster a relationship with MassHire of the Cape and Islands to assist students with job searches and skills training.
11. Maintain a close relationship with the CCCC West Barnstable College campus and program advisory boards, and act as liaison for the College with local, state and federal entities as appropriate.
12. Coordinate public relations and program development with the personnel on the West Barnstable Campus.
13. Attend College meetings and serve on committees, and collaborate with College personnel on College initiatives, as appropriate.
14. Manage Hyannis Center building.
15. Other duties as assigned.

Requirements:

MINIMUM QUALIFICATIONS:

1. Master's degree in education or related field.
2. Proven experience in education program management, including experience developing and managing staff, budgets, curriculum development, assessments, and student progress.
3. Demonstrated supervisory experience in an academic setting.
4. Proven experience in successful grant writing and reporting.
5. Three years of experience teaching Adult Basic Education (ABE) or English as a Second Language (ESOL) programs, or other recognized adult programs.
6. Experience with, and commitment to working in a global, multicultural academic setting that includes a focused effort in creating an environment of equity, diversity, and inclusion.
7. Demonstrated effective interpersonal skills and excellent oral and written communication skills.
8. Strong ability to analyze data to enable student and program success.
9. High proficiency with Microsoft Office Suite, data base systems, and electronic reporting tools.

ADDITIONAL PREFERRED QUALIFICATIONS:

1. Knowledge of Cape Cod educational and social service delivery systems.
2. Ability to use the DESE data collection system LACES.
3. Bilingual ability in Portuguese, Spanish, French, and/or Haitian Creole.

Equivalency Statement

Applicants who do not meet the qualifications as noted above are encouraged to put in writing precisely how their background and experience has prepared them with the equivalent combination of education, training, and experience required for the responsibilities of this position.

Additional Information:

COMPENSATION: Annual salary range of \$75,000 - \$85,000 (dependent upon qualifications). Full-time, Non-unit Professional position that includes participation in a comprehensive employee benefits program. Grant funded through MA Department of Elementary and Secondary Education (DESE), Community Adult Learning Centers (CALC) program.

APPLICATION DEADLINE: May 22, 2022

Please visit our website at www.capecod.edu for information on Cape Cod Community College. *COVID VACCINE POLICY: Candidates for employment should be aware that all Cape Cod Community College students, faculty, and staff must comply with the Massachusetts state two-year public college vaccination policy as a condition of employment. Please see College website for details.*

This appointment is subject to the FY2022/23 budget appropriations.

Appointment subject to SORI (Sex Offender Registry Information), publicly-accessible Massachusetts CORI (Criminal Offender Record Information) and national background checks.

The College does not provide any measure of assistance for applicants who do not have the ability to work in the United States.

Cape Cod Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action/Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Application Instructions:

****ALL APPLICATION MATERIALS MUST BE SUBMITTED ELECTRONICALLY IN ORDER TO BE CONSIDERED.****

Begin the online application process by going to the APPLY NOW link. During the process you will be given an opportunity to *upload required documents*: a [cover letter](#) addressing how you meet the minimum requirements of the position [and resume](#) (*failure to submit requested documents may result in disqualification*). Please note that finalist candidates will be asked to provide three current professional letters of reference and transcripts.

See the [FAQ](#) for using our online system. Please [contact us](#) if you need assistance applying through this website.

Returning Applicants - [Login](#) to your Cape Cod Community College Careers Account to check your completed application.