



QUINSIGAMOND

Community College

NOTICE OF VACANCY

Effective Posting Date: September 6, 2020
Grant-Funded Position

POSITION: Director of the SABES English Language Arts Adult Education Professional Development Center

GENERAL STATEMENT OF RESPONSIBILITIES:

The Director of the SABES English Language Arts (ELA) Adult Education Professional Development Center will provide strategic leadership and direction for the ELA Professional Development Center by managing the development, implementation and evaluation of professional development activities that will increase ELA teachers' ability and knowledge to provide evidence based reading and writing instruction, develop standards aligned curriculum, and connect ELA instruction into content areas. The Director will ensure that all professional development activities support the Massachusetts Professional Standards for Teachers of Adult Education.

Working collaboratively with the Massachusetts Department of Elementary and Secondary Education (ESE), The ELA Director will oversee Massachusetts's implementation of the Student Achievement in Reading initiative (STAR), the United States Department of Education's evidence based reading instruction program for intermediate level adult learners in ABE programs. The Director will also oversee all practitioner coaching and statewide meetings of programs and trainers

SUPERVISION RECEIVED:

The ELA Adult Education Professional Development Center Director will report to the Dean of Digital Learning and The Center for Academic Excellence.

SUPERVISION EXERCISED:

All full time and part time unit and non-unit personnel and classified staff assigned.

DUTIES AND RESPONSIBILITIES:

1. Provides strategic leadership and direction to the ELA Professional Development Center planning and implementation of professional development and technical assistance to ensure that the PD centers strengthen AE (Adult Education) programs and practitioners' knowledge and skills in order to help students achieve their college and career goals.
2. In collaboration with the Office of Distance Learning and Professional Development, and the PD Center staff, develops internal systems and policies that ensure the effectiveness and efficiency of services that support the grant's goals.
3. Provides administrative leadership to the ELA PD Center including: providing fiscal management, writing mid-year and end of the year reports, liaising with MA DESE when issues arise in the grants and overseeing the writing of continuation grants and ensuring that PD data is entered into data system to meet MA DESE deadlines.
4. In collaboration with MA DESE and expert consultants, develops and promotes the ELA Massachusetts Professional Standards for Teachers of Adult Education to strengthen AE programs.



QUINSIGAMOND

Community College

5. Hires/supervises a STAR Coordinator/consultant to oversee and maintain the delivery and implementation of the STAR reading initiative
6. Manages the development, delivery, evaluation of the ELA scope and sequence for professional development activities.
7. Evaluates the effectiveness of all PD offerings and ensures that the goals of the grant are being met.
8. Collaborates with ELA staff to develop and provide online professional development offerings.
9. Collaborates with ELA staff, consultants and coaches to ensure that all participants from ELA PD activities receive ongoing support to integrate new skills and knowledge into their professional practice and that the PD activity strengthens students' ability to achieve their goals.
10. Collaborates with the Office of Distance Learning and Professional Development to plan and create web pages that provide basic end user support for Blackboard Learn, Blackboard Collaborate, with the ELA Adult Education Professional Development Center.
11. Attends monthly meetings of the MA DESE funded ABE professional development providers.
12. Actively supports the teaching and learning process; practicing honesty and integrity in and out of the classroom; strives to create and support a student-centered environment while fostering academic innovation and excellence.
13. Works actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
14. Embraces the ideals of diversity and inclusiveness and supports the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
15. Provides flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Education or related field
2. Five years of experience teaching in an ABE program
3. Five years of experience coaching, supporting, or providing professional development for educators using a variety of modalities (face to face, blended and online)
4. Demonstrated ability using digital technologies (e.g., MS Word, Excel, Zoom, Blackboard)
5. Experience contributing to the development of grant proposals

PREFERRED QUALIFICATIONS:

1. Master's Degree in Education with a concentration in reading or writing
2. Experience managing an education program, including budget management and staff supervision



QUINSIGAMOND

Community College

3. Demonstrated experience managing a national initiative (e.g., STAR, Standards In Action, The Skills That Matter)
4. Demonstrated experience providing leadership and direction for professional development using a variety of modalities
5. Demonstrated experience developing ELA curricula
6. Demonstrated ability to manage multiple projects
7. Demonstrated knowledge of usability/accessibility requirements such as ADA Section 508, universal design strategies in blended/online learning environments and technology issues specific to online/blended delivery of professional development.
8. Demonstrated knowledge of the MA Professional Development Standards for Adult Education.

SALARY:

Grant funded. Salary is subject to grant guidelines, competitive and commensurate with education and experience. Full-time benefited position; full benefits apply.

TO APPLY:

Applicants must apply online for consideration by **September 20, 2020 submitting a cover letter and resume** for this position via our website at <http://www.qcc.edu/human-resources>. All internal applicants should be aware that their application for this vacancy constitutes permission for review of their personnel file successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request. Bilingual persons are encouraged to apply. Quinsigamond Community College is an equal opportunity affirmative action college supporting diversity.

Quinsigamond 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 and expression, 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 and/or 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.