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| **Sr Learning Specialist/Coord of Adult Education Curriculum, Access and Outcomes** |
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| **About Mount Wachusett Community College:**Since 1963, Mount Wachusett Community College has built a tradition of providing innovative undergraduate education, workforce development, personal enrichment, and community service to North Central Massachusetts and beyond. Mount Wachusett Community College is located in Gardner, MA, with satellite campuses in Fitchburg, Leominster and Devens. An award-winning, national leader in the area of renewable energy, MWCC is also nationally recognized for its veterans' services, civic engagement and K-12 partnerships.We hope you will consider applying for one of our open positions, and discover all that Mount Wachusett Community College and the North Central Massachusetts region have to offer.[**http://mwcc.edu/about-mwcc/**](http://mwcc.edu/about-mwcc/)**Job Description:****General Statement of Duties**The Coordinator of Adult Education Curriculum, Access, and Student Outcomes is responsible for developing innovative and accessible curriculum for the adult education program as well as diverse ways to identify and measure student outcomes (including lesson, unit, course-level, and programmatic indicators). The Coordinator ensures student outcomes cut across academic and social emotional domains, ensuring the Adult Education program design supports the diverse needs of the whole student. The Coordinator also ensures that the developed curriculum supports the acquisition of contemporary academic and workplace competencies preparing students for successful post-secondary enrollment and/or employment. The Coordinator aligns all curriculum to the required standards of appropriate funding sources as well as industry specific skills and competencies for career-based and contextualized programs. The Coordinator reviews curriculum for alignment to the appropriate high school equivalency tests (HiSET, GED) and standards (CCRSAE, Mass ELPSAE, C3 Social Studies, Next Generation Science Standards, ISTE, etc.). The Coordinator ensures program practices from outreach, to intake/orientation, instructional delivery, and post-program transitional counseling align with the expectations of funders as outlined in the ACLS Indicators of Program Quality. The Coordinator develops and/or delivers professional development activities to full and part-time staff within the program and collaborates with colleagues as needed to ensure high quality and accessible programming across the department.**Responsibilities*** The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will maintain expertise in the following: Curriculum Standards used in Adult Education, best practices in Accessibility (including Universal Design), Diagnostic/Formative/Summative Assessments used in Adult Education, multiple measures used to indicate successful outcomes for pre-college adult learners, existing and emerging technology and digital tools used to enhance learning opportunities for adult learners;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will maintain expertise in research-based instructional strategies that enhance accessibility and support student outcomes for adult learners and design curriculum that maximizes such techniques;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will maintain expertise incorporating career education and career-based learning outcomes into industry contextualized curriculum to support the acquisition of both college-level academic competencies and industry specific skills necessary for employment;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will incorporate content knowledge and academic competencies into lesson, unit, and course objectives developed for the Adult Education program;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop and revise curriculum for all content areas of the Adult Education program including HiSET/GED preparation, ESOL, College Track, and Workplace Readiness;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop formative assessment tools (rubrics, quizzes, writing tasks, etc.) aligned to programmatic learning objectives and the appropriate standards of funding sources (CCRSAE, MAELPSAE, etc.);
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop, revise, and support systems for administering diagnostic assessments to effectively place students and inform initial instructional planning for enrolled students of the MWCC Adult Education program;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop a system of collecting, storing, and using student assessment data to inform instruction and curriculum (re)design;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will collaborate with adult education instructors to deliver targeted, accessible, and inclusive instruction within all AE classes;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will design and deliver professional development sessions to small groups and/or individual staff members designed to enhance student access to the curriculum and improve student learning and outcomes across the program;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will support the professional development needs of the Department of Adult Education by creating supplemental professional development resources (videos, workshops, tips and techniques, etc.) for staff that support the larger professional development goals and planning efforts of the Department of Adult Education;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop and revise academic and non-academic assessment methods to align with identified outcomes consistent with the Adult Education curriculum;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop unit assessments requiring students to demonstrate content knowledge, literacy skills, critical analysis skills, and communication skills learned within the unit;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop and revise curriculum and learning activities that combine academic content, digital literacy, and workplace readiness (including but not limited written and verbal communication, soft skills, etc.);
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will develop and revise curriculum and learning activities that incorporate statewide and regional labor market information and the analysis of local, state, and national labor market trends;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will design curriculum that maximizes educational technology tools utilized by the program (Newsela, Flocabulary, Nearpod, Quill.org, etc.) to increase accessibility and improve student learning;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will use the G-Suite of Educational Applications (Google Classroom, Google Meet, Google Docs, Google Slides, Google Forms, etc.) when developing common resources for students and writing tasks to be included in the curriculum;
* The Coordinator of Adult Education Curriculum, Access, and Student Outcomes will use the G-Suite of Educational Applications (Google Classroom, Google Meet, Google Docs, Google Slides, Google Forms, etc.) to provide timely feedback to students and instructors regarding resources, learning tasks, academic progress, etc.;
* Other Duties as assigned.

For Complete Union Specifications please click [**HERE**](https://www.mass.edu/shared/classificationspecs/specsmccc/Senior%20Learning%20Specialist%20-%20Critical%20Thinking%20-%20HB%201147.doc)**Requirements:****Minimum Qualifications:*** Master's degree in Critical Thinking or closely related field;
* Three (3) years experience and/or training that includes program coordination, teaching, critical thinking instruction, curriculum development, and computer operations in a community college environment; or
* An Equivalent combination of education, training, and experience.

**Desired Qualifications:*** Master's Degree in Education or closely related field;
* Certified Massachusetts K-12 Educator;
* Experience developing/delivering writing professional development;
* Curriculum development experience;
* Experience with web-based technology and communication tools;
* Experience with shared document systems (MS365, Google Workspace for Education, etc.);
* Previous experience working with adult learners;
* Previous classroom experience;
* Previous experience working with adult learners.

**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 with the equivalent combination of education, training and experience required for the responsibilities of this position.**Additional Information:**In-house Title: Coord of Adult Education Curriculum, Access and OutcomesSalary:  $63,608.00-$108,418.00    Actual Salary determined by education, experience and any applicable grant limitations per the collective bargaining agreement.Grade: 6Employee Status: Full Time Grant FundedBenefits: YesHours per Week: 37.5 \*Potential for Hybrid/Remote work with onsite work pending business needs.Number of Weeks: 52*Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, 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 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.***Application Instructions:**Candidates for employment should be aware that all Community College students, faculty and staff are required to 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. Face coverings are required while indoors on campus. For addition information on COVID19, please visit:[**https://mwcc.edu/covid/**](https://mwcc.edu/covid/)Potential for Hybrid/Remote work with onsite work pending business needs.The following documents are required:1. Resume2. Cover Letter*Anticipated Effective Date:May 2022**Applications accepted up to and including April 28, 2022**Applications received after April 28, 2022 MAY be considered until the position is filled.**Candidates may be subject to employment screening to include both a Criminal Offender Record Information (CORI) request and a Sexual Offender Registry Information (SORI).* |