

Job Description

## Adult & Community Learning Program Specialist - Educational Specialist C - (180007KL)

### MassCareers Job Opportunities

<https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180007KL>

**First consideration will be given to those applicants that apply within the first 14 days.**

Adult and Community Learning Services (ACLS) oversees the Department of Elementary and Secondary Education's (DESE) Adult Education (AE) programs. ACLS funds and monitors over 80 programs across the Commonwealth that provide Adult Education and English for Speakers of Other Languages services to over 20,000 adult learners annually.

The mission for the Office of ACLS within the Center for Educational Options at DESE is to provide each and every adult with opportunities to develop literacy skills needed to qualify for further education, job training, and better employment, and to reach his/her full potential as a family member, productive worker, and citizen. The mission of the Center further guides our work confirming that we expand, enhance, and ensure equitable access to high quality educational options for learners of all ages, especially those who have been historically underserved.

DESE and ACLS are committed to educational access and equity. This commitment means that:

- All learners, and especially our most vulnerable learners — inclusive of low- income learners, English Language learners, learners of color, and learners with
- disabilities — will have access to high-quality educational opportunities and will
- experience high expectations to ensure greater equity in outcomes;
- All educators are culturally responsive and honor as well as leverage diversity in their education practices;
- All teachers, administrators, college, career and community organizations are valuable partners to create a rich educational experience for out-of-school youth and adult learners;
- and ACLS and the Center for Educational Options, in partnership with other DESE Centers, will collaborate on efforts to eliminate explicit and implicit bias, to dismantle racism and to promote social justice within districts, schools, and programs.

DESE is recruiting for the position of Educational Specialist C (Program Specialist). The selected candidate will be responsible for providing technical assistance to assigned Adult Education programs regarding effective program practice. The Program Specialist is responsible to monitor program compliance and program performance through a monthly analysis of data and provide feedback to the program. Review grant applications, continuation applications, budgets and budget amendments to ensure compliance with state and federal policies. Attend required internal and external meetings, workshops and conferences. Facilitate meetings and workshops, as required.

The selected candidate will perform the following duties:

1. Contribute to a high-performing culture by demonstrating initiative, a results-driven focus, effective collaboration and an investment in improvement.

2. Provide fiscal and data oversight to assigned programs.
3. Review program data in statewide data management system to ensure program design meets state and federal guidelines.
4. Provide technical assistance to assigned AE programs.
5. Lead and participate in the implementation and evaluation of Program Quality Reviews and Site Visits.
6. Monitor program performance through a monthly analysis of program data generated from the ACLS web-based data collection system, and provide feedback to the program related to performance accountability.
7. Conduct site visits to AE programs to gain information on program operations and to ensure
8. Compliance with the Massachusetts Policies for Effective Adult Education, review program documentation, and communicate findings orally and in writing.
9. Review grant proposals, continuation applications, budgets and budget amendments to ensure that the program design and fund use comply with the Massachusetts Policies for Effective Adult Education, and State and Federal requirements.
10. Meet regularly with supervisor to share information concerning program continuous improvement planning and performance.
11. Develop and manage state contracts with individuals, organizations and agencies as necessary.
12. Write, edit, and coordinate development of educational materials, training manuals, guidelines and presentation materials, as required.
13. Assist in the development and implementation of policies and standards designed to improve the AE system in the Commonwealth.
14. Attend ACLS required meetings, workshops and conferences; facilitate meetings, and conduct workshops as required.
15. Adult Education Licensure (.05 FTE)– Coordinate and maintain all aspects of the Adult Education Licensure policies, procedures and practices in order to ensure applicants have an avenue for obtaining state AE licensure.
16. Perform other functions as required.
17. Travel throughout the Commonwealth as required.

### **Preferred Qualifications**

The successful candidate will possess:

- Ability to practice self-reflection and self-correction in order to solve problems.
- Strong interpersonal, communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Commitment to cultural competency, team mission and core values (teamwork, excellence, growth-mindset, integrity, respect, equity and racial equity).
- Knowledge of AE instructional programs and services.
- Ability to exercise authority appropriately in the oversight of grants and contracts.
- Ability to work evenings through flex scheduling.
- Ability to work independently and in teams to provide quality services.
- Flexibility in responding to changing job requirements.
- Ability to communicate effectively in writing and orally.
- Detail oriented with strong organization skills.
- Ability to deliver effective training and facilitate meetings.
- Strong computer skills with the ability to use standard office productivity tools such as Microsoft Outlook, Word, Excel and PowerPoint.

- Proactively apply relevant digital and technological best practices to own work practices i.e.
- webinars, web meetings, etc.
- Ability to travel to assigned adult learning programs across the state.

**\* Please attach a cover letter and resume when applying for this position on the Mass Careers website.**

**\*\*Questions regarding this posting or the application process should be referred to Maureen O'Brien at mtobrien@doe.mass.edu or 781-338-6107.**

### **Qualifications**

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### **Minimum Entrance Requirements:**

- Applicants must have a Bachelor's Degree and at least four years of full-time or equivalent part-time, professional educational experience in a specific, relevant, or related content area, educational program or service.
- Substitutions: A Master's degree or higher in a specific or related educational content area may be substituted for two years of the required experience.
- 30 semester hours equals one year of experience for substitution purposes. Education toward a degree in a specific or related educational content area will be prorated on the basis of the proportion of the requirements actually completed.
- Special Requirements: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's License or the equivalent from another state may be required.

**An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.**

**Official Title:** Educational Specialist C (BA)

**Primary Location:** United States-Massachusetts-Malden - 75 Pleasant Street

**Job:** Education

**Agency:** Department of Elementary and Secondary Education

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Nov 28, 2018, 6:21:23 PM

**Number of Openings:** 1

**Salary:** 69,018.04 - 101,893.22 Yearly

**If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Sarah Harding - 617-988-6604**

**Bargaining Unit:** 10-SEIU Local 509 - Education

**Confidential:** No