



Somerville Center for Adult Learning Experiences (SCALE)
167 Holland Street • Somerville, MA 02144
www.somervillepublicschools.org

ANTICIPATED VACANCY
PROGRAM ADMINISTRATOR FOR ENGLISH LANGUAGE LEARNING (ELL)
SOMERVILLE CENTER FOR ADULT LEARNING EXPERIENCES (SCALE)

General Description:

The Somerville Public School District is seeking applications from outstanding educational leaders for the position of Program Administrator for ELL at SCALE. Candidates must be committed to adult academic excellence and have demonstrated capability as a dynamic instructional leader, administrator and coach. This position requires excellent communication skills and the ability to build consensus, work collaboratively with other administrators and staff, students and the community-at-large. The Program Administrator for ELL serves as an instructional coach and integral member of the SCALE leadership team.

Qualifications:

- ◆ Possession of a Master's Degree in Education, Administration, or other related field;
- ◆ A minimum of five years successful teaching experience in adult education;
- ◆ Experience teaching low-level ELL and/or ELL literacy classes;
- ◆ Demonstrated experience in curriculum development;
- ◆ Demonstrated experience in grant writing;
- ◆ Experience with DESE ACLS guidelines and LACES system;
- ◆ Excellent computer skills, including facility with MS Excel;
- ◆ Excellent organizational skills;
- ◆ Excellent oral, written and interpersonal communication skills;
- ◆ Experience with and commitment to working with students and staff of diverse backgrounds;
- ◆ Three years experience as a supervisor or administrator is preferred;
- ◆ Massachusetts DESE license or ABE license is preferred;
- ◆ Fluency in Spanish, Portuguese, and/or Haitian Creole is preferred; and
- ◆ Certification as a BEST Plus assessor is preferred

Terms of Employment:

- ◆ This position is a member of the SCALE UAW Program Administrators' Association.
- ◆ This position is a full time, grant-funded position
- ◆ The work schedule for this position includes two evenings through 9:00 p.m.

Responsibilities Include:

- ◆ Curriculum development in compliance with DESE adult education guidelines and requirements
- ◆ Ensures that SCALE's ELL curriculum is aligned to the CCRSAE and supported by the standards and benchmarks of the ESOL Curriculum Framework
- ◆ Identify professional development needs and coordinate professional development activities to meet ELL staff development goals;
- ◆ Collaboration with ABE Program Administrator on programmatic issues and interdepartmental referrals
- ◆ Provide professional support in areas of beginning to intermediate ELL literacy and instruction to staff and students;
- ◆ Develop and oversee distance, online, mobile and satellite learning programs for ELL students;
- ◆ Executes inclusive hiring practices including screening, interviewing, and recommending ELL candidates for hire to the Director of Continuing Education;

- ◆ Oversee ELL staff (departmental teachers, counselors, computer operators, aides, and tutors) and provide orientation, scheduling, training, support, and supervision;
- ◆ Evaluate part-time and full-time ELL departmental staff;
- ◆ Supervision of certified BEST Plus and TABE Class-e (required DESE assessments) assessment teams, including administration of assessments to individual and small groups as needed
- ◆ Production and maintenance of annual assessment report for all ELL students in collaboration with BEST Plus and TABE coordinators and LACES data admin.
- ◆ Manage department budgets, invoices, and reports to funding sources;
- ◆ Determine and order instructional books, software, and other materials and supplies;
- ◆ Maintain ELL waitlist intake, assessment, and placement of students;
- ◆ Coordinate intra- and interdepartmental meetings, communications, and other activities relevant to department interests and needs;
- ◆ Initiate, write, negotiate, implement, and monitor proposals, grants (including local, community, state, and federal grants), and contracts;
- ◆ Serve as the technology coordinator for SCALE working collaboratively with SPS IT department
- ◆ Oversight of technology integration and digital literacy instruction for ELL students
- ◆ Research, collection, and dissemination of web-based educational resources and educational software Technology-related staff/professional development in both group and one-on-one sessions
- ◆ Act as a representative of SCALE with local agencies, statewide professional organizations, and funders;
- ◆ Attend conferences, workshops, and other professional meetings and forums;
- ◆ Perform other duties as designated by the Director of Continuing Education.

Reports to:

- ◆ Director of Continuing Education

Application Process: To be considered, applicants must submit an online application. Please know that as part of your completed application, the following items will need to be submitted electronically:

1. Letter of Introduction expressing reasons for your interest in the position
2. Current resume
3. Three letters of recommendation
4. Copy of all college transcripts
5. Copy of relevant D.E.S.E. or ABE licensures

Application Deadline: **Open until filled.**

Application Process: To submit your application for consideration, please visit us online at:

<http://www.somerville.k12.ma.us/careers>

or

<http://www.schoolspring.com/jobs?employer=16902>

NOTE: Applications are only accepted online through School Spring. Resumes that are emailed or mailed will not be considered. Should you have any questions or need assistance with the online application process, please contact the Human Resources Office at 617-625-6600 ext 6015.

Somerville Public Schools is an Equal Opportunity Employer. Somerville Public Schools actively seeks applicants with diverse backgrounds. Grade level and content licensure is required when applicable. Dual licensure including SPED, ESL, ELL, or bilingual licensure and/or proficiency in a language or languages other than English is preferred.

Date posted June 13, 2019