

Director of Workers' Education Program

University of Massachusetts Dartmouth

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Work type: Staff Full Time

Categories: Other Staff Positions

OFFICIAL JOB TITLE: Director of Workers' Education Program

DIVISION: Academic Affairs

DEPARTMENT: Workers' Education Program

BARGAINING UNIT STATUS: ESU, Cat. 15

FLSA STATUS: Exempt

REPORTS TO: Director of Arnold M. Dubin Labor Education Center

SUPERVISES: All Workers' Education Program staff: ESOL Coordinator & Instructor, Adult Education Advisor/Instructor, Adult Education Instructor/Integrated Education Coordinator, Digital Literacy Coordinator & Instructor, 2 Staff Support Assistants (part time, non-benefited), 5 Adult Education Instructors, Apprentice Adult Education Instructor, 7 Teaching Assistants (part time, non-benefited).

SUMMARY PURPOSE OF POSITION: The Director is responsible for the overall vision, coordination, educational leadership, financial management, grant management, and administration for the Workers' Education Program, an Adult Education (AE) program consisting of English for Speaker of Other Languages (ESOL), Adult Basic Education (ABE) literacy through high school equivalency preparation, and Massachusetts Skills Training Program (MassSTEP) classes for adult learners in the Greater New Bedford area. The Director develops policies and procedures for all aspects of the AE program ensuring compliance with funding requirements. The Director manages and supervises all staff and oversees the hiring and training process. The Director is responsible for working with community partners to identify and address workforce development needs. The Director is responsible for grant writing and preparing and maintaining budgets, reports and statistics for funders and supervisor.

EXAMPLES OF PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides overall vision, coordination, educational leadership, financial management, grant management, and administration for the Workers' Education Program.
- Writes program grant proposals to secure funding. Develops and maintains program grant and cost share budgets and is responsible for fiscal oversight.
- Works with and through university offices and departments [e.g. Office of Research and Administration (ORA), Computer Information Technology Services (CITS), Human Resources, Unified Procurement Services Team (UPST)].
- Identifies opportunities and potential challenges to program success and develops strategies, policies, and procedures to address them.
- Manages and supervises staff and teachers, conducts evaluations and class observations annually, guided by the adult education professional standards, to ensure all teachers design and deliver high quality curriculum and instruction.
- Maintains staff by hiring, orienting, and training. Updates all WEP staff job descriptions.
- Plans, conducts, and participates in program and professional development activities for teachers and staff in response to regional and program data and stakeholder feedback.

- Provides educational leadership to guide a continuous improvement planning process, that supports high quality practices and a shared vision for student and staff success with the goal of improving student outcomes.
- Oversees, records, maintains, and reports accurate program and student data through the state's data management and accountability system for funders and supervisor.
- Oversees instruction of adult education classes that uses high quality instructional strategies to meet all students' academic needs and prepares them for family sustaining employment, and/or postsecondary education, and civic engagement.
- Oversees curriculum design and revision and ensures that program curricula are aligned with the Massachusetts English Language Proficiency Standards (MA ELPS) for ESOL and the College and Career Readiness Standards for Adult Education (CCRSAE) for ABE and is informed by assessment data and responsive to diverse learning needs, identities, and cultures.
- Creates and implements a program design with sufficient intensity to ensure students transition to further education, training, or employment, addresses need of students with barriers to participation, and delivers services in a variety of modalities (e.g. in-person, virtual face-to-face, remote).
- Creates a program environment that is welcoming and inclusive of diverse learning needs, identities and cultures, and provides students with tools to navigate systems.
- Oversees and participates in marketing WEP services to increase awareness and access to adults in need of a high school equivalency credential or ESOL skills, as well as potential new hires, and community, union and workplace partners.
- Oversees advising and student support services related to transitions to job training, employment, and postsecondary education, follow-up, and identification and elimination of barriers to program participation and completion, including referrals to outside social service agencies.
- Oversees and develops policies and procedures for student recruitment, intake, enrollment, assessment, placement, orientation, and follow-up.
- Oversees and coordinates student assessments for class placement and Pre-and Post-Testing.
- Oversees process to monitor and communicate learner progress and meets or exceeds state-assigned student performance targets related to student academic growth, postsecondary education, training, and employment.
- Represents university and WEP at meetings and conferences (e.g Massachusetts Department of Elementary & Secondary Education Director's Meetings, community partner meetings, and meetings required by the Labor Education Center Director.)
- Oversees and participates in collaboration with labor unions, local workplaces, community partners to address recruitment, workforce development needs and career pathways for students.
- Develops partnerships with unions and unionized workplaces leading to union job opportunities for WEP students and recruitment of unionized workers to WEP classes.
- Collaborates with Labor Support Committee to plan and implement workers' rights activities and initiatives for students.
- Ensures compliance with the Americans with Disabilities Act.
- Completes additional duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's Degree

EXPERIENCE: Significant experience in staff supervision, budget development and management, and program administration. Experience working with labor unions and/or community-based organizations.

OTHER: Must be willing to work daytime and evening hours. Must be willing to travel to statewide meetings and trainings, use of own automobile required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Proven grant writing ability.
- Excellent leadership, organizational, cross-cultural, and problem-solving skills.
- Excellent computer, written, verbal, and interpersonal communication skills.

PREFERRED QUALIFICATIONS:

EDUCATION: Master's Degree.

EXPERIENCE: Extensive experience managing Adult Education programs, preferably funded by MA DESE or other state/federal agencies, with strong knowledge of adult education policies and standards, National Reporting System approved adult education assessments, instructional methodologies, curriculum development, and the Massachusetts Student Data Management System: Literacy, Adult, and Community Education System (LACES).

Salary for ESU: [Salary ESU](#)

Salary to Commensurate with experience.

UMass Dartmouth offers exciting benefits such as:

75% Employer-Paid Health Insurance
Flexible Spending Accounts
Life Insurance
Long Term Disability
State Pension Retirement Plan
Optional Retirement Savings Plans
Tuition Credit (Employee, Spouse, & Dependents)
Twelve (12) paid holidays.
Paid personal, vacation, and sick time.
And more!

Benefits for ESU Union: [ESU](#)

Applicants must be authorized for employment in the U.S. on a full-time basis. Employment-based visa sponsorship not available.

To apply please submit a letter of interest, current resume and the contact information for three professional references.

The deadline for internal applicants is 02/09/2024.

The review of applications will begin 02/10/2024 and will be ongoing.

Advertised: 26 Jan 2024 Eastern Standard Time

Link to application: <http://careers.umassd.edu/dartmouth/en-us/job/522119/director-of-workers-education-program-workers-education-program>