



Director of Education and Employment

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary's Center for Women and Children supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

OBJECTIVE: Oversee all employment training and adult basic education program operations, and inform family literacy programs and services agency-wide.

Nature and Scope: (These duties are not meant to be all-inclusive and may be adjusted as necessary)

1. PROGRAM DEVELOPMENT

- Serve as a positive role model following program guidelines for professional dress and behavior.
- Maintain clear and respectful communication with staff, clients, families, and community partners.
- Consistently maintains professional, legal boundaries and ethical standards (Federal, State, and Agency).
- Ensures program operates within federal, state, and agency guidelines and is informed by best practices.
- Ensures contractual obligations for program and ABE are met in a timely fashion.
- Ensure ABE operates within the guidelines of the Massachusetts Department of Education as detailed in the Guidelines for Effective Adult Basic Education.
- Ensure ABE program's assessment, curriculum and instruction, goal setting and outcome measurement practices are aligned with Massachusetts Department of Education policies.
- Ensure seamless integration of adult basic education and workforce development.
- Supervises staff from entire program.
- Collaborates with area Adult Community Learning Centers, One Stop Career Centers, Workforce Investment Boards, Employer Partners, and community planning partnerships to ensure seamless

integration of adult basic education and workforce development in program curriculums.

- Chair Continuous Quality Improvement team meetings.
- Guide the CQI team in identifying and implementing program improvement projects. Ensure data collection activities and student performance data drive all projects.
- Chairs the Education and Training Advisory Board.
- Represent the agency's education and training programming to the larger community by regularly communicating relevant issues of education, workforce development and homelessness to a range of community stakeholders in a variety of formats.

2. STAFF DEVELOPMENT

- Hire, train and supervise Adult Educators, Career Placement Specialist, W@WPlus case Manager, and Administrative Assistant.
- Recruit, screen, orient and supervise all educational interns and volunteers.
- Chair weekly staff meetings.
- Ensure staff participation in professional development activities.
- Provide educational consultation to all agency programs, training professional staff in areas of educational assessment, goal setting, and instruction
- Maintain safety, appearance, and cleanliness of the facility in compliance with health, fire, and safety regulations.
- Promote positive program visibility and maintain positive working relationships with funding resources, collaterals, and other community agencies
- Provide weekly individual supervision to staff and interns.

3. PROFESSIONAL GROWTH AND DEVELOPMENT

- Attend and use supervision for professional growth.
- Engage in self-evaluation to establish goals for professional development.
- Participate in relevant educational or training opportunities as appropriate.

4. QUALITY ASSURANCE

- Oversee all aspects of program administration, including outreach and recruitment, assessment, enrollment, curriculum and instruction, retention, goal setting and attainment, outcomes measurement, and follow-up.
- Ensure timely, accurate data collection, measurement, analysis, and reporting. Meet all reporting standards and deadlines as defined by internal agency policy and by external funding sources.
- Apply sound fiscal procedures to all program operations.
- Coordinate all ADA-related efforts, ensuring appropriate and reasonable responses to ADA-related inquiries and encounters. Maintain ADA-related documentation.
- Knowledgeable of and complies with agency/program specific policies and procedures and enforces policies.
- Maintain time sheets, mileage logs, daily work schedules, requests for time off in accordance with Agency policy.
- Maintain appropriate professional association membership.

MINIMUM REQUIREMENTS/QUALIFICATIONS

Professional/Academic

- Master's Degree in Education required
- DESE licensure
- Supervisory experience of 5 years
- Broad based knowledge of the adult education field
- 3-5 years experience training and facilitation of small and large groups
- Advanced computer skills, Microsoft Word and Internet proficiency essential

Necessary Skills/Abilities

- patient, understanding, and supportive
- ability to engage in collaborative relationship with multidisciplinary team
- excellent written and oral communication skills
- excellent supervisory skills

- excellent word processing and computer skills
- excellent interpersonal and organizational skills
- ability to prioritize and manage multiple tasks
- maintain flexible schedule to meet program needs and attend required meetings
- ability to work well under pressure
- comfortable with giving/receiving clear, direct feedback from supervisors and peers
- appropriately interact with people from diverse socio-economic, racial and cultural backgrounds
- maintains an attitude of fairness, openness, and respect and supports the development of cultural competency at St. Mary's
- remains open to different opinions and viewpoints and is willing to learn from them
- respects and values all people's voices, including children, families and colleagues
- sense of humor
- highly flexible and energetic
- enjoys working with and motivating people
- valid MA driver's licensed

Qualified applicants may submit a resume and cover letter via email attachments to jobs@stmaryscenterma.org.