

**WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS**

**Job Description**

**POSITION:** Department Head - Adult Education Programs

**REPORTS TO:** Manager for Instruction and School Leadership - Secondary

**ACCOUNTABILITY OBJECTIVE:**

This position is accountable for directing, administering and supervising all aspects of adult education and HiSET programs in the Worcester Public Schools through sound and effective management consistent with federal and state regulations and goals and objectives of the school district.

**PRINCIPAL ACCOUNTABILITIES:**

1. Responsible for all Adult Basic Education (ABE) and HiSET Programs and including supervision of the Adult Learning Center
2. Responsible for researching, developing, implementing and maintaining programming relevant to the diverse needs of Worcester and to utilize the school department as a resource to the community in the area of adult education.
3. Responsible for all promotional activities with respect to programming at the Adult Learning Center so that school staff and citizens of Worcester can be aware and informed as to the courses, services, and programming offered.
5. Responsible for preparing, submitting and implementing the Adult Basic Education Grant, as administered by the Massachusetts Department of Elementary and Secondary Education (DESE).
7. Responsible for working with district, state, and federal representatives for all grant funding provided to support ABE and HiSET programming.
8. Responsible for maintaining and submitting monthly attendance reports, quarterly fiscal reports and an end of year summary report to DESE and other funders as required.
10. Responsible for working with appropriate school department administrators, citizens, businesses and community agencies to develop collaborative ventures to further enhance the courses, services and programs offered by the Worcester Public Schools' ABE and HiSET Programs.
11. Responsible for interrelating and reporting to federal, state and local agencies in accordance with regulatory requirements and the goals and objectives of the Worcester Public Schools.

12. Responsible for ongoing examination and evaluation of courses, services and programs to maintain and provide quality activities consistent with the goals set forth by the School Committee.
13. Responsible for supervising and evaluating staff assigned to the program.
14. Responsible for providing equal educational and employment opportunity to all individuals regardless of race, color, sex, age, marital status, religion, national origin or handicap.
15. Performance of other job-related duties as assigned.

### **REQUIRED QUALIFICATIONS**

1. Massachusetts DESE certification in Adult Basic Education.
2. Bachelor's Degree or above.
3. Successful experience working in the field of adult education.

### **PREFERRED QUALIFICATIONS**

- Supervisory experience in the area of Adult Education.
- Demonstrated ability in preparing grant proposals.
- Demonstrated experience in working with community-based groups, preferably in the area of Adult Education.
- Demonstrated evidence of educational leadership.
- Demonstrated experience in curriculum and staff development.
- Demonstrated ability to work effectively with teachers, administrators and community representatives.

**SALARY: *Teachers' salary scale with department head stipend***