

## **HUMAN RESOURCES**

**Worcester Public Schools  
Worcester, Massachusetts**

### **JOB DESCRIPTION**

**SUBJECT:** COORDINATOR OF NIGHT LIFE

**REPORTS TO:** MANAGER FOR INSTRUCTIONAL AND SCHOOL LEADERSHIP -  
SECONDARY

#### **ACCOUNTABILITY OBJECTIVE:**

This position is accountable for overseeing and promoting all "Night Life" programs in the Worcester Public Schools. The Coordinator will work with other WPS programs that provide adult and/or evening services to support and augment their work.

#### **PRINCIPAL ACCOUNTABILITIES:**

1. 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.
2. Responsible for all marketing and promotional activities for "Night Life" so that Worcester residents can be aware and informed as to the courses, services and programming offered by the Worcester Public Schools.
3. Responsible for working with business, industry and community agencies to develop and/or enhance the delivery of "Night Life"; Adult Education services for the citizens of Worcester.
4. Responsible to coordinate all fiscal responsibilities connected to extension programs.
5. Responsible to work with other WPS administrators, including but not limited to administrators in the Adult Learning Center, Evening School, and Worcester Technical High School, to develop, maintain, and implement a comprehensive menu of Night Life activities that supports the work of the district and its programs.
6. Responsible to serve on all appropriate committees.
7. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, natural origin, sexual orientation, homelessness, or disability; and, to insure reasonable accommodation and compliance with all ADA regulations.
8. Perform other job-related duties as assigned

#### **REQUIRED QUALIFICATIONS:**

1. Bachelors Degree
2. Experience working with community-based enrichment and basic adult education programs
3. Ability to manage projects involving multiple programs, physical locations, and staff.

4. Ability to appropriately collect and interpret data related to programming needs and/or program assessment
5. Ability to develop enrichment programs that are relevant and appropriate to the community
6. Business and accounting skills to plan and manage a budget, conduct self-audits, and respond to external audits in a timely and accurate manner

**PREFERRED QUALIFICATIONS:**

1. Ability to speak Spanish, Vietnamese, Albanian, Portuguese or an African language
2. Demonstrated experience supporting students with special needs
3. Demonstrated experience supporting second language acquisition

**WORK YEAR:** Student school year plus fifteen (15) additional days in the summer to be scheduled by the supervisor

**WORK DAY:** 7.5 hours consisting of 7 hours of work and .5 unpaid lunch break for a total of 35 hours/week. The coordinator is expected to be on-site during programming hours; therefore the typical work day will be 3:00pm to 10:00pm or similar.

**SALARY:** \$80,000-\$95,000