

Associate Director, Adult Community Learning Center
Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=259539>

Downloaded On: Jul. 12, 2025 10:03am

Posted Jul. 10, 2025, set to expire Aug. 30, 2025

Job Title Associate Director, Adult Community Learning Center
Department Adult Basic Education
Institution Quinsigamond Community College
Worcester, Massachusetts

Date Posted Jul. 10, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Educational Services
Counseling Services
Admissions/Student Records/Registrar

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Job Description

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Associate Director, Adult Community Learning Center

Category: Administrative

Department: Adult Basic Education

Locations: Worcester, MA

Posted:

Closes:

Type:

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Position ID: 189947

General Statement

The Associate Director supports the Adult Community Learning Center's day-to-day operations by providing leadership in enrollment, evaluation, and career advising while also working directly with students to support their personal, academic, and career success. This position is central to aligning the ACLC's services with the Indicators of Program Quality (IPQs) set by the Massachusetts Department of Elementary and Secondary Education (DESE).

The Associate Director leads with a student-first mindset, ensuring every learner receives equitable access, caring guidance, and the tools they need to move forward confidently-whether they are entering the classroom for the first time, preparing for their high school equivalency exam, or transitioning to college or a new job.

Supervision Received

Reports to the Director, Adult Community Learning Center

Supervision Exercised

- Enrollment & Evaluation Program Coordinator
- Part-Time Enrollment & Evaluation Staff
- Career and Education Case Managers
- Retention Specialists

Duties and Responsibilities

Connect Directly with Students (All IPQs)

- Conduct intake, placement, advising, and follow-up throughout the student lifecycle.
- Serve as a key point of contact for assessment, enrollment, and transition support.
- Provide coaching, goal setting, and referrals to internal and external resources.
- Collaborate with the Director to implement the MLL strategic action plan, as related to ACLC, to better support multilingual learners.

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Design Inclusive, Student-Centered Programs (IPQ 1 & 2)

- Contribute to the development of flexible, inclusive learning environment.
- Ensure services are accessible through in-person, hybrid, and online formats.
- Use data and an equity-focused lens to identify and remove barriers to participation.

Lead and Support a High-Impact Team (IPQ 3, 7, 8, 9)

- Supervise Enrollment & Evaluation staff and Career and Education Case Managers; offer clear guidance and support.
- Model student-centered leadership and promote collaborative work practices.
- Facilitate staff development through training, coaching, and team learning.

Guide Assessment and Instructional Alignment (IPQ 4 & 5)

- Administer and oversee assessments (MAPT-CCR, TABE CLAS-e, BEST Plus) per DESE policy.
- Collaborate with instructors to interpret and apply assessment data to inform instruction and support student learning.
- Ensure curriculum and instruction reflect the diversity and strengths of the students.

Coordinate Career Pathways and Transition Planning (IPQ 6 & 7)

- Organize career readiness workshops and guest speaker events.
- Support students in setting goals and creating transition plans.
- Maintain awareness of labor market trends and employment resources.

Ensure Data Accuracy and Program Accountability (IPQ 6, 9, 10)

- Manage data systems (LACES) for tracking student progress and program performance.
- Monitor measurable skill gains and credentialing to meet or exceed DESE targets.
- Use data to refine practices and support program improvement.

Cultivate a Culture of Equity, Belonging, and Student Success (All IPQs)

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- Promote an inclusive environment where all individuals feel valued.
- Advocate for students facing educational barriers and promote culturally responsive practices.
- Champion student voice and ensure services reflect adult learning theory and best practices.

Job Requirements:

Minimum Qualifications

- Bachelor's degree in Counseling, Education, Social Work, or a related field.
- Demonstrated commitment to supporting adult learners from diverse, multilingual, and underserved backgrounds.
- Supervisory or leadership experience in education or nonprofit settings.
- Familiarity with adult education assessments and DESE's Indicators of Program Quality (IPQs).
- Strong communication and data analysis skills.
- Proficiency in Microsoft 365 and data platforms like LACES.
- Understanding of ADA compliance and inclusive support practices.

Preferred Qualifications

- Master's degree in Education, Counseling, or related field.
- Experience in adult education, career services, or workforce development.
- Certified (or eligibility) in MAPT-CCR, TABE CLAS-e, and BEST Plus.
- Bilingual or multilingual abilities

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, gender, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall be referred to the College's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

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Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.

Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://qcc.interviewexchange.com/jobofferdetails.jsp?JOBID=189947>

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Quinsigamond Community College

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