



Roxbury Community College
Human Resources & Affirmative Action
1234 Columbus Avenue
Roxbury Crossing, MA 02120-3400
Phone: (617) 541-5378 Fax: (617) 541-5365

Date of Posting: 2/5/2010-Repост

MCAS Program Coordinator

Spring Session

Summer Session – July 2010 – August 2010 (contingent on funding)

Part-Time & Grant Funded Contractual hiring

General Description: The MCAS Coordinator is responsible for managing of the Pathways to Success MCAS prep program at Roxbury Community College. The MCAS Coordinator will oversee the daily operations of the program and is responsible for the recruitment of students, developing and monitoring academic progress of students, assist in coordinating informational sessions, manage staff, work collaboratively with program collaborators and conduct program evaluation. The MCAS Coordinator reports directly to the Student Testing and Assessment Services Director.

Supervision Received: Reports to the Director of Testing and Assessment/ or the designee

Supervision Exercised: Staff and Instructors in MCAS program.

GENERAL ROLES AND RESPONSIBILITIES:

While actual roles and responsibilities will vary depending on individual circumstances, the MCAS Coordinator will generally be required to perform some or all of the following tasks. Note that this list is not all-inclusive and that the Director may also assign other tasks he/she deems appropriate.

1. General administration and supervision of staff and instructors in MCAS program
2. Develop recruitment flyers, brochure and other informational literature for dissemination to students, parents, high schools and partners
3. Plan meeting, workshops and open houses for sharing of information regarding program and student progress.
4. Liason to Private Industry Council, BPS staff and administration on student recruitment
5. Work with Career Counselors from PIC in organizing on-site workshops
6. Attends monthly meetings with program collaborators to review and assess program and progress towards assisting students in the MCAS process;
7. Creates and implements a teacher survey to assess program quality.
8. Monitor student attendance, progress and assess student needs for additional support services
9. Design, plan and implement supplemental program activities.
10. Convenes monthly meetings of staff members
11. 10. Write monthly reports and program evaluation

Qualifications:

1. Master's Degree in Education or related Field is required
2. Experience in program development, program management, counseling and curriculum development.

3. Experience in working with young adults in urban environments
4. Experience working diverse ethnic student population
5. Experience using technology preferred.
6. At least 2 years of previous experience in a supervisory position preferred.
7. Strong communication skills, both written and spoken.
8. Ability to relate well to others.
9. Familiarity with the Massachusetts Comprehensive Assessment System guidelines

Salary: \$25 to \$30/hour – Up to 15 hours/week

Date of Starting: March 15, 2010

APPLICATION PROCEDURES:

Application Deadline: We will accept applications until 5 PM on Friday February 19, 2010

To Apply:

Send your resume, a cover letter and contact information of minimum three references to:

employment@rcc.mass.edu

Fax: 617-541-5365

Telephone: 617-541-5378

Or mail your Application package to:

Roxbury Community College

Human Resources Office Search Committee for MCAS Coordinator

1234 Columbus Avenue

Boston, MA 02120

For more information you may visit us at www.rcc.mass.edu or www.rcc.mass.edu/hr to find out more about employment at Roxbury Community College.

Roxbury Community College *is an affirmative action/equal opportunity employer and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated there under, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 (Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action Officer and/or the College's Coordinator of Title IX and Section 504."*