



**Job Title:** Part-Time Program Coordinator  
**Department:** Revere Community School, Talent and Culture  
**Location:** Revere High School  
**Hours:** Variable up to 25 hours per week, mostly evenings and mornings, occasionally weekends.  
**Salary:** \$24.61 - \$27.27 per hour, this is a grant-funded non-union position with benefits

The Revere Community School is the City of Revere Adult Education program that has been serving residents of Revere and neighboring communities since 2013. Our mission is to unite lifelong learners with community and partner resources to empower its adult learners and encourage workforce development.

The program Coordinator will assist the Community School Manager's with program development, supervising ESOL teachers and advising students on education and career development. The ideal candidate will serve as the liaison between the teachers and the Manager to make sure that the program continues to grow throughout the community.

The Community School primary focus on providing ESOL, Citizenship, HiSET, Computer, workforce development, financial literacy and social services to empower immigrant communities' speakers of other languages and economically disadvantaged people.

Many of the learners are low-income, newcomer immigrants with language barrier and no job or working in low paying jobs. Some are high school dropouts who are looking to attend college, gain employment and/or obtain a better job. Our vision is provide our learners with the knowledge and skills they need to be successful in their personal and professional life and access link to vital resources. We want to empower them to engage in their community, enriches their lives and well-being and broaden their social networks.

The Program Coordinator will supervise and provide training to the ESOL teachers, support youth and adult learners and connection to support services. Provide outreach in the community and collaborate with partner to improve community engagement.

**ESSENTIAL FUNCTIONS:**

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Assist in supervising and providing teaching staff with resources and visual manipulations

to use in the classrooms

- Develop professional development plans and trainings for teachers
- Assist in the hiring process of teachers.
- Prepare curriculum and conduct lesson plans that targets English Language Learners for staff
- Provide support to teachers on how to utilize the online curriculum.
- Observe and evaluate teachers in the classroom to gain a better understanding of how teachers performs, determine sources of frustration and possible solutions
- Organize meetings or curriculum planning/ Best Practices with other teachers.
- Mentor and provide coaching to teachers
- Work with Manager to help both teachers and students have a positive, productive school experience
- Develop and assist with intake and assessments for students
- Work with Manager to develop new courses and develop program offering
- Assist the Manager to recruit and interview new teachers and other staff
- Coordinate technology support for teachers and learners as necessary
- Create and monitor systems and resources to support teachers and learners accessing digital content both in person and remotely
- Assist with volunteer recruitment and supervise volunteers and paid part time staff to support learners across the program
- Assist in event planning and organizing
- Work with the Manager to determine needs for new resources and professional development
- Communicate regularly with teachers on learner issues and goals
- Keep, maintain and update learner data and records, and administer assessments
- Work as a team with teachers to continually improve new student orientation and placement, and support/referrals
- Provide support and training for new teachers or for those dealing with a challenging students and classrooms situations
- Represent Manager in collaboration and partnership efforts
- Provide outreach in the community to collaborate with other agencies
- Advise students on higher education or career selection.
- Complete all requested reports in a timely manner.
- Provide ongoing supportive services as needed.

**Qualifications/Requirements:**

A bachelor is degree in education or a master’s degree in social service or related field. At least 2 -3 year work experience in managing adult education program and personnel supervision. 1-3 years of experience in working with individuals with barriers to education and desired employment.

## SKILLS AND ABILITIES:

### Candidate should have

- Exceptional problem-solving skills to address a variety of issues.
- Possess the knowledge and skills to develop positive interpersonal relationships and relate to students and teachers
- Energetic, empathetic, and innovative approach to adult education.
- Excellent interpersonal and organizational skills
- Excellent communication skills, oral and written
- Promote a positive and caring climate for learning.
- Desire to work with students from a variety of cultural backgrounds and learning abilities
- Strong knowledge of Greater Boston and North Shore community based organizations and service providers
- Have supervision experience
- Maintain confidentiality regarding teachers and students matters.
- Proficiency in use of technology such as laptop computers and tablets
- Knowledge of Google Office Suite and Drive applications
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

### DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Also, you can send your resume and cover letter to: Fatou Drammeh, Community School Manager at <mailto:fdrammeh@revere.org>