

## Job Description

**Position Title** Education Supervisor

**Reports to:** Director of Client Services

**Hours:** Up to 40 hours per week, non-exempt. Evening and some weekend hours required.

**Position Overview:** The Education Supervisor is responsible for all aspects of the education programming including management of program budgets and work plans, supervision of staff and volunteers, scheduling and teaching of classes and workshops and in general ensuring program success. This position will work closely with the Director of Client Services and plays a critical role in assisting the unemployed, underemployed and those in need of furthering their education to obtain employment or increase wages.

**Skills Desired:** Knowledge and experience in curriculum planning and teaching. Understanding of HiSET Test Prep and ESOL needed. Excellent human relations, high level of organization and communication abilities. Knowledge of computer programs such as Microsoft Word, Microsoft Excel and Microsoft Access. Knowledge of Salesforce CRM systems a plus.

**Position duties and responsibilities include, but are not limited to:**

- Supervise and review reporting staff.
- Manage volunteers, interns and work study.
- Prepare and review program budgets with Director of Client Services.
- Facilitate and coordinate ESOL and HiSET classes.
- Show initiative and creativity in developing programs which would attract HiSET and ESOL students.
- Support education department staff with creating and maintaining systems.
- Develop, implement and supervise curriculum and lesson plans for education programs.
- Regularly measure success of programming. Work closely with the Programs Operations Supervisor and the Director of Client Services on collection of data and reporting.
- Work with the Director of Client Services to promote community relationships.
- Plan and implement student recognition, including the annual Celebration of Excellence ceremony.
- Work closely with the Volunteer Coordinator to plan and implement volunteer appreciation.
- Assist students in obtaining community resources such as job placement or applications for colleges and universities as needed.
- Work with case managers to promote holistic service for clients.
- Act as the purchasing agent for the department.

**General Requirements**

- Employee must comply with all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook.

- Adhere to the Beverly Bootstraps Security Plan and Procedures.

Beverly Bootstraps Community Services reserves the right to amend or add to this job description at any time.

**Desired Minimum Qualifications:**

Successful CORI check.

Education: Graduation from four-year college program, Masters preferred.

Experience: At least two years of related work experience.

OR: An equivalent combination of education and experience.

Valid MA driver's license with good to excellent driving record.

**Primary Physical Requirements:**

Long periods of computer use or telephone calls may be necessary. Having an ability to hear, talk, walk, sit, bend, reach, grasp and lift are requirements for this position. Manual use of a computer, calculator, telephone, copier and facsimile machines is necessary. Occasional lifting of materials weighing up to 30 pounds is required for this position.

**Statement of Non-Discrimination:**

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps  
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By signing and dating below, I acknowledge that I have received a copy of this job description and agree to fulfill the job requirements to the best of my abilities.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_