



Job Responsibilities

Position: Education Site Coordinator

Department: Adult Learner

FLSA Classification: Exempt

Reports To: Manager of Adult Learning Services

Supervises: Assigned staff

Created Date: 06/06/2016

Summary of Responsibility

The Education Site Manager is responsible for the coordination, implementation, and evaluation of instructional activities, with a focus on ABE, GED, ESL, and Citizenship instructional services. Other services include outreach, staff/volunteer training, and teaching. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions (these will pull into appraisal form)

Title and Description

Education planning

Plans and implements adult basic education as it pertains to classes and learning spaces. Collaborates with teachers and other instructional staff to fully integrate technologies and contextual experiences in the curriculum such as field trips and guest speakers. 20 %

Instruction

Through group or individual instruction, designs and implements workshops and informational sessions which optimize the use of library technologies and online courses, for career development and personal growth, both for internal and external customers. Includes developing user guidelines and visual aids; digital and print. 20 %

Educational support

Register and test adult literacy students and document progress; provide educational support material and recommend library related programs; make referrals to outside agencies. Monitors student attendance, identifies student barriers and develops and implements retention strategies. 20 %

Supervision

Assist in the on-boarding, training and supervision of teachers and other instructional staff (volunteers and interns); prepares and maintains project consultant contracts; ensures timely submission of invoices. 20 %

Data Collection

Responsible for timely and accurate data collection, input and monthly reporting; maintains and updates accurate program and other work related records. 20 %

Secondary Functions

Title and Definition **Weight**

Material review

Reviews textbooks and educational technologies designed to enhance adult literacy skills and makes recommendations on purchases. 0 %

Community

Initiates contact and maintains links with community agencies for referral and placements. Participates in community activities and maintains contacts with professional organizations in order to better provide services and to meet the objectives of the library. Keeps informed of current trends, improved programs and processes to better meet the needs of the community. 0 %

Outreach

Serve as liaison to targeted populations and their families at community centers, social service agencies, schools and churches; provide information about outreach activities, facilities, and services. 0 %

Other duties as assigned.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Core Competencies

Title and Definition **Weight**

Commitment

Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to organizational change. Transmits the HPL culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions. 25 %

Community

Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships. 25 %

Future

Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient. 25 %

Relationship Building

Knows and effectively communicates the organization's mission, vision and values.

Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises.	25 %
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Other Requirements

Title and Definition	Weight
Welcoming Ability to provide welcoming and effective customer service.	0 %
GED Knowledge of and experience working with and developing new trends in adult learning instruction including new GED/HSE requirements and ESOL techniques. Improves programs and processes to better meet the needs of learners.	0 %
Mission Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.	0 %
CASAS Performs duties of administrator for Comprehensive Adult Student Assessment System (CASAS).	0 %
Assignments Participates in the overall administration of Hartford Public Library through committee or task force assignments. Participates in community activities and maintains contacts with professional organizations in order to better provides services to meet the objectives of the library.	0 %
Other Performs other duties as required.	0 %

Qualifications and Competencies

Education

Education Requirements

Degree / Diploma Obtained	Field of Study	
Masters	Education	And / Or

Additional Education Requirements:

Masters in Library Science

Physical Demands

Additional Info

Ability to continuously bend, twist, stoop, reach and pull.

Ability to keep composure in everyday, potentially stressful situations.

Ability to meet a flexible work schedule, including evenings and weekends.

Able to walk, sit and stand for extended periods of time.

Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Lifting of moderate to heavy weight material up to 50 lbs.

Experience Requirements

Years of Experience

Type of Experience

Minimum of one year

teaching adult basic education classes.

Demonstrated experience in the instructional use of technology.

Demonstrated experience working with interns and volunteer tutors.

Demonstrated outreach experience working with community based groups, immigrants and multicultural populations.

Knowledge of adult basic education; theory, practice and assessment.

Solid working knowledge of MS Office Suite.

Knowledge of education technologies.

Strong commitment to working in a team environment.

Employee Statement of Understanding

I have read and understand the contents of this job description, and agree to abide by Hartford Public Library policies, procedures and practices.

X _____ Date _____