Adult Education Coordinator for ESL – Full-Time

The ESL Education Coordinator is responsible for the coordination, oversight, and evaluation of adult basic education, including ESL. Responsibilities include but are not limited to scheduling, outreach, assessment and testing, staff/volunteer training, and other instruction. This position ensures the highest level of service is provided by staff to all customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

EDUCATION

- Plans, develops, and implements educational programs in accordance with library, funding, and partnership guidelines.
- Ensures appropriate curriculum is in place including the following key components: contextualized instruction, technology, civics, workforce readiness (may include workforce training and PACT activities.)
- Ensures teachers integrate asynchronous student assignments using online learning software and that students are utilizing library resources and attending library programs for continuous learning.
- Proposes instructional staffing requirements, schedule of classes, space, and other logistics. May substitute as needed. Creates and maintains a positive learning environment. Ensures that learning spaces are clean, safe, and technology is functioning properly. Stays abreast of current trends in the field and recommends resources (digital and print) for acquisition.

SUPERVISION

- Provides oversight for teachers and other instructional staff (volunteers, contractors, and interns); monitors performance and ensures instruction adheres to curriculum guidelines.
- Ensures teachers are able to pivot to remote synchronous classes.
- Orients teaching staff to instructional resources and library policies and procedures, i.e. fire drills, closings, etc.
- Recommends and provides staff training in current and emerging technologies.

ADMINISTRATION

- Makes meaningful referrals both internal and external.
- Collects, maintains, and updates program and other work-related records as required.
- Responsible for timely and accurate data collection and data entry, including enrollment, attendance, testing results, retention rates, instructor evaluations, and other programming data required by funding guidelines, and monthly reporting.
RECRUITMENT & RETENTION

- Coordinates recruitment, enrollment and retention activities to meet targeted goals, including outreach presentations at community/faith/ethnic organizations or events.
- Performs in-take function helping orient newly enrolled students to programs and services.
- Incorporates insights gained from teachers and individual interactions with students to guide student progress and strengthen student retention.
- Collaborates closely with citizenship educational staff to successfully transition prospective Citizenship applicants for support toward Citizenship attainment.
- Collaborates closely with The American Job Center to ensure all eligible students seeking employment are enrolled in CTHires and make referrals to career counseling and provide information necessary for gainful employment/upward mobility.
- Administers student assessments (pre/post) to ensure learning gains overtime.
- Monitors student attendance and responds to student absenteeism by identifying barriers and developing and implements retention strategies.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Masters in TESOL or related field.
- Minimum 2 years of experience teaching English to speakers of other languages.
- Minimum 1 year of program administrative experience and staff supervision.
- Demonstrated knowledge of TESOL – theory, practice and assessment.
- Demonstrated experience in the instructional use of technology.
- Ability to take initiative and ownership of projects with strong attention to detail and accuracy.
- Collaborative team player, able to work effectively on multiple assignments in a team environment.
- Excellent organizational and administrative skills.
- Proficient in Microsoft Office products.
- Excellent customer service skills.
- Effective oral and written communication skills.
- Ability to speak, read, and write Spanish preferred.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Ability to continuously bend, twist, stoop, reach and pull.
- Ability to maintain 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.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
What we offer employees:

Hartford Public Library offers robust benefits you won’t find at other nonprofit organizations through a unique partnership with the City of Hartford. This includes:

- MERF Pension Plan with employer contribution
- Health Care, Dental, Pharmacy benefits
- Life Insurance
- Long Term Disability Insurance
- Mental health support through the Employee Assistance Program
- Tuition reimbursement program
- Paid professional development, continuing education and staff engagement opportunities
- Commitment to, and active plan of, diversity, equity, and inclusion work including implementation of the staff-led DEI Road Map.

What we offer the community:

The Hartford Public Library is a national leader in redefining urban public libraries in the 21st century as innovative, stimulating and engaging spaces where people can learn and discover, explore their passions and find a rich array of resources that contribute to a full life.

We are an integral part of the Hartford community and offer programs for all our citizens. With 7 locations and robust outreach services, we are here for Hartford. Our programs include:

- The American Place, which offers a variety of free services to welcome immigrants and refugees including English Language Learning, Citizenship preparation and civic engagement
- Digital Library Lab
- Hartford History Center
- HPL Studios
- YOUmedia teen spaces
- Baby Grand Jazz, a free series of Jazz performances open to everyone
- Summer Learning
- Leap into Learning - Early Literacy
- Adult education classes and support
- Career Certification, GED
- Technology training and digital literacy
- Library of Things
- Robust print, electronic, audio and video collections - And so much more!

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference Adult Education Coordinator for ESL in the subject line of your email.
In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all newly hired employees to receive vaccinations. Vaccinations have proven to be an effective measure in preventing the spread of the virus and protecting individuals from severe illness. We are committed to safeguarding our workplace and community. While COVID-19 vaccinations are recommended, vaccinations are not required at this time.

Hiring Range: $52,914.42 - $54,426.06

Hartford Public Library is an Equal Opportunity Employer.