



## **After-School ESL Project Coordinator – Full Time**

The After-School ESL Project Coordinator is responsible for supporting the implementation of two, grant funded, after school programs designed to support the academic, social, and emotional needs of late arrival immigrant and refugee English learners enrolled in high school. One program provides intensive English skill development, homework tutoring and a summer ESL bridge experience for high school Seniors aspiring to attend college. The other program offers supplemental English support and enrichment activities for English Learners in Grades 9-12. This is a full-time position (37.5 hours per week) and requires that the incumbent be available to work after school hours, as well as to attend occasional special events on evenings and weekends. This is a grant funded position, ending 06/30/2024.

### **RESPONSIBILITIES INCLUDE:**

#### **ADMINISTRATION**

Interfaces with the Program Manager for Immigrant and Refugee Youth to:

- Oversee the day-to-day operations of the programs, including program set-up and clean-up, organization of program materials, and snack and bus pass distribution.
- Record, monitor, and report student attendance.
- Gather demographic information on each student, such as country of origin, languages spoken, length of time in the U.S., age, gender, grade in school, etc.
- Enter all data into the online management system.
- Maintain the security and confidentiality of all student/family/program data.

#### **RECRUITMENT & RETENTION**

Interfaces with the Program Manager for Immigrant and Refugee Youth to:

- Recruit students by coordinating with the school's ESOL teachers for in-class presentations and dissemination of program information at school-sponsored resource fairs.
- Promote student persistence by creating and maintaining a positive and welcoming atmosphere.
- Recruit, orient, train and supervise program volunteers.
- Coordinate recreational and educational field trips and special events.

#### **INSTRUCTIONAL SPECIALIST**

- Models and monitors instruction to ensure that ESL teachers, tutors, and volunteers are utilizing research-based instructional strategies that include SIOP, digital tools, active reading and communication language development to accelerate English Language acquisition.

#### **EDUCATION and EXPERIENCE/QUALIFICATIONS**

- Bachelor's degree in education; Master's in TESOL preferred.
- Minimum 1- year project coordination and administrative experience.
- Minimum 2 years teaching experience.
- Proficiency in the integration of technology to support student learning.
- Experience coordinating positive youth development and enrichment activities.
- Experience working with a culturally and linguistically diverse student populations.
- Ability to work collaboratively with students, teachers, staff and volunteers.

- Excellent communication skills.
- Availability during after-school hours, and flexibility to attend occasional special events on evenings/weekends

## **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](mailto:hpljobs@hplct.org) and reference **After-School ESL Project Coordinator** 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:** \$52,585.52 - \$55,636.10

**Hartford Public Library is an Equal Opportunity Employer.**