

Boundless Librarian (PT) – Rawson School

The **Boundless Librarian** works closely with HPS and HPL leadership teams to develop a plan and vision for the transformation of the assigned Boundless Library into the vibrant academic hub and the center of a rich learning culture within the school community. The Librarian, responsible for the Boundless Library will serve students, teachers, parents and family of students, as well as offer community access to collections, services and programs. The Librarian is responsible for developing a robust, supportive and multi-faceted community school environment. **Standard work hours are 9.30 a.m. – 2.30 p.m. Monday through Friday. Schedules also include one Saturday on rotation and may require occasional evenings and Sundays.**

RESPONSIBILITIES INCLUDE:

Operational Management and Service Delivery

- Operates and supervises the Boundless Library at Rawson School during designated school hours, including collaborating with community programs based at the school.
- Blends leading-edge library services with innovative, research-based approaches to fostering learning and literacy. Creates a schedule in collaboration with school administration to allow for classes to visit the library on a regular basis for book selection and instruction in library use.
- Develops professional and collaborative relationships with teachers in order to design innovative educational uses for library spaces and resources, may push into classrooms.
- Assists students, teachers, and families with the use of HPL systems and materials.
- Assists in the creation of Boundless marketing materials and the upkeep of the Boundless website.
- Performs other related tasks as assigned by the School Principal, Assistant Director of Youth and Family Services, and other central office administrators as designated by the Superintendent and Chief Executive Officer of the Library; Work at HPL locations as needed.

Program and Outreach

- Creates and leads programming in collaboration with teachers and school staff
- Coordinates with youth and family services staff at the Hartford Public Library to create consistent programming and messaging across the whole system.
- Coordinates with other HPL departments and community organizations to offer programming of interest at the Boundless Library for all ages.
- Participates in community meetings and activities and collaborates monthly with the Boundless Team.
- Assists with professional development opportunities for HPS teachers across the system to learn.

Collection and Curriculum Development

- Coordinates with HPL staff and school staff members to assist in the selection of books and other instructional materials in line with the curriculum, the learners, and the teaching styles and instructional strategies used within the school community; keeps students, families, and teaching staff informed regarding new acquisitions for use in the school and Hartford Public Library programs.
- Coordinates materials processing and maintenance of the library's collection (shelving, weeding, shifting of materials, updating catalog records).

SECONDARY FUNCTIONS

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.

EDUCATION and EXPERIENCE/QUALIFICATIONS

- Master's Degree in Library and Information Science from an ALA accredited school; candidates with degrees in progress will be considered.
- At least one year experience working with elementary school age children.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network systems and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.
- Use of library-issued digital tools and technology.

Preferred:

- CT State Certification School Library Media Specialist (062).
- Teaching experience at the elementary level.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- 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.
- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Lifting moderate to heavy weight material up to 50 lbs.

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:

- Paid vacation time - prorated based on part-time status.
- Paid sick time – prorated based on part-time status.
- Mental health support through the Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.

- Paid professional development, continuing education, and staff engagement opportunities.
- Commitment to an active plan of diversity, equity, and inclusion work, including implementation of a 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

To Apply: Please email resume and cover letter to hpljobs@hplct.org and reference “**Boundless Librarian (PT) - Rawson**” in the subject line of your email.

Hiring Range: \$26.5522 - \$29.2153 **DOE**

Hartford Public Library is an Equal Opportunity Employer.