

## **Boundless School Librarian @ Rawson School – Full-Time**

The Boundless Librarian works closely with Hartford Public Schools and HPL leadership teams to develop a plan and vision for transforming the assigned Boundless Library into a vibrant academic hub and the center of a rich learning culture within the school community. The Librarian is responsible for the Boundless Library and will serve students, teachers, parents, and families 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. The general schedule includes school hours, is a year-round position, and requires some evenings and weekends.

### **Operational Management and Service Delivery:**

- Operates and supervises the Boundless Library at West Middle School during designated school and after-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 classes to visit the library regularly for book selection and instruction in library use.
- Develops professional and collaborative relationships with teachers to design innovative educational uses for library spaces and resources, may push into classrooms.
- Assists students, teachers, and families with the use of library 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 designated by the Superintendent and Chief Executive Officer of the Library. Work at HPL locations as needed.

### **Programming and Outreach:**

- Creates and leads programming in collaboration with teachers and school staff, including after-school programming for students and their families.
- Coordinates with youth and family services staff at the Hartford Public Library to create consistent programming and messaging across the 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).

## **Employee Supervision and Leadership**

- Provide leadership, development, and supervision of assigned employees. Set individual performance measurements for employees and hold them accountable.
- Responsibilities include coaching, managing, and selecting. Orienting and evaluating. Assists with problem-solving.

## **EDUCATION AND EXPERIENCE/QUALIFICATIONS:**

### **Required 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 of 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 about 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.
- Strong interpersonal, oral, and written communication skills. Strong networking, facilitation, and outreach skills.
- Strong working knowledge of MS Office suite and Google applications.
- Bilingual abilities are preferred.

### **Preferred Qualifications:**

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

## **PHYSICAL DEMANDS**

- 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.
- Lifting of 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:**

- Health, Dental, and Pharmacy benefits
- Pension Plan (MERF) with employer contribution
- Tuition Reimbursement-available after 1 year (grant-funded roles not eligible)
- Mental Health Support through Employee Assistance Program (EAP)- first 3 sessions at no cost to the employee.
- Paid Time Off - Vacation, personal, and sick time
- 2 Floating Holidays

- 11 Paid Holidays
- Commitment to, and 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 · And so much more!

**To Apply:** Please email resume and cover letter to [hpljobs@hplct.org](mailto:hpljobs@hplct.org) and reference **Boundless Librarian @Rawson School** in the subject line of your email. Resumes will only be accepted by email.

In light of the ongoing COVID-19 pandemic, the Hartford Public Library strongly recommends and encourages all 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, they are not required at this time.

**Hiring Range:** \$55,214.90 - \$57,449.60 DOE

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