



## **Boundless School Librarian**

The **Boundless School Librarian** works closely with HPS and HPL leadership teams to implement a plan for the Boundless Library @ West Middle School (grades Pk-5) as a vibrant academic hub and the center of a rich learning culture within the school community. The Librarian is responsible for the Boundless Library which will serve students, teachers, parents and the families of students. The Librarian is responsible for developing a robust, supportive and multi-faceted library media center environment. The Boundless Librarian will also represent and promote the Boundless program, the partnership between Hartford Public Schools and Hartford Public Library, at the district level. The year-round position reports to the Assistant Director of Youth & Family Services at the Hartford Public Library.

### **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 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.
- 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.

### **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 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 about HPL resources.
- Assists with outreach to summer school programs and camps during the summer months.

### **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).

## **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 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.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

### **Preferred Qualifications:**

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

### **What we offer employees:**

Hartford Public Library offers part-time 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. Example: Average 25-hour work week will accrue approximately 1.9 hours per pay period.
- Paid sick time – prorated based on part-time status. Example: Average 25-hour work week will accrue approximately 2.9 hours per pay period.
- 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, 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 School Librarian** in the subject line of your 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.**