

****The library requires a completed, signed employment application in order to consider candidates for any open position. You can find the employment application on our website:**

<http://www.hplct.org/about/job-openings>

Please fill it out in Reader/Acrobat to fill out the form.

Education Site Coordinator

The Education Site Manager is responsible for the coordination, implementation, and evaluation of instructional activities, with a focus on ABE, GED, ESL, and Citizenship instructional services. Other services include outreach, staff/volunteer training, and teaching. This position ensures the highest level of service is provided by staff to all customers.

Essential Functions:

- **Educational Planning:** Plans and implements adult basic education as it pertains to classes and learning spaces. Collaborates with teachers and other instructional staff to fully integrate technologies and contextual experiences in the curriculum such as field trips and guest speakers.
- **Instruction:** Through group or individual instruction, designs and implements workshops and informational sessions which optimize the use of library technologies and online courses, for career development and personal growth, both for internal and external customers. Includes developing user guidelines and visual aids; digital and print.
- **Educational Support:** Register and test adult literacy students and document progress; provide educational support material and recommend library related programs; make referrals to outside agencies. Monitors student attendance, identifies student barriers and develops and implements retention strategies.
- **Supervision:** Assist in the on-boarding, training and supervision of teachers and other instructional staff (volunteers and interns); prepares and maintains project consultant contracts; ensures timely submission of invoices.
- **Data Collection:** Responsible for timely and accurate data collection, input and monthly reporting; maintains and updates accurate program and other work related records.

Secondary Functions:

- **Material review:** Reviews textbooks and educational technologies designed to enhance adult literacy skills and makes recommendations on purchases.
- **Community:** Initiates contact and maintains links with community agencies for referral and placements. Participates in community activities and maintains contacts with professional organizations in order to better provide services and to meet the objectives of the library. Keeps informed of current trends, improved programs and processes to better meet the needs of the community.
- **Outreach:** Serve as liaison to targeted populations and their families at community centers, social service agencies, schools and churches; provide information about outreach activities, facilities, and services.

Core Competencies:

- **Commitment:** Challenges her/himself by taking on and solving critical business problems. Serves as a positive role model. Responds positively to organizational change. Transmits the HPL

culture to colleagues and others throughout the organization. Helps others advance. Expects that obstacles will occur and refuses to use them as an excuse for not achieving results. Works independently, meeting reasonable deadlines, and accepting responsibility for his or her actions.

- **Community:** Clarifies overarching client needs to his/her team. Manages to both internal and external clients. Approaches each customer issue/problem as an opportunity to build further customer loyalty. Fosters and maintains strong community relationships.
- **Future:** Motivates others to translate new ideas and actions into results. Promotes innovation and is open to new ideas. Supports and manages change while remaining resilient.
- **Relationship Building:** Solicits feedback from his/her team. Provides ongoing coaching and feedback to his/her team members. Demonstrates the value of diversity and inclusion. When conflict arises, successfully navigates the conversation to find solutions acceptable to all parties. Shares wins and successes. Defines success in terms of the whole team. Can be relied upon to follow through on commitments and promises.

Other Requirements:

- **Welcoming:** Ability to provide welcoming and effective customer service.
- **GED:** Knowledge of and experience working with and developing new trends in adult learning instruction including new GED/HSE requirements and ESOL techniques. Improves programs and processes to better meet the needs of learners.
- **Mission:** Positively reflects Hartford Public Library's mission, vision, and values to staff and the public.
- **CASAS:** Performs duties of administrator for Comprehensive Adult Student Assessment System (CASAS).
- **Assignments:** Participates in the overall administration of Hartford Public Library through committee or task force assignments. Participates in community activities and maintains contacts with professional organizations in order to better provides services to meet the objectives of the library.
- **Other:** Performs other duties as required.

- Master's in Education, Library Science, or related field.
- Minimum of 1 year experience of teaching adult basic education classes.
- Demonstrated experience in the instructional use of technology.
- Demonstrated experience working with interns and volunteer tutors.
- Demonstrated outreach experience working with community based groups, immigrants and multicultural populations.
- Knowledge of adult basic education; theory, practice and assessment.
- Solid working knowledge of MS Office Suite.
- Knowledge of education technologies.
- Strong commitment to working in a team environment.

Starting salary range is \$42,320 - \$53,605, salary commensurate with skills and experience. The Hartford Public Library includes a generous benefit package with a total compensation plan worth over 50% of an employee's annual salary.

Benefits and options include: a choice of medical and dental insurance options; generous vacation, sick time, and personal leave; life insurance; long term disability insurance option; deferred retirement plan; funeral leave; paid jury duty; 11 paid holidays.